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EXPENSE REPORTS

Entering Expense Reports

CREATE Expense Report from Blank

Procedure

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Expense Reports.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.

2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct vendor payments should be used to minimize employee reimbursements.

3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.

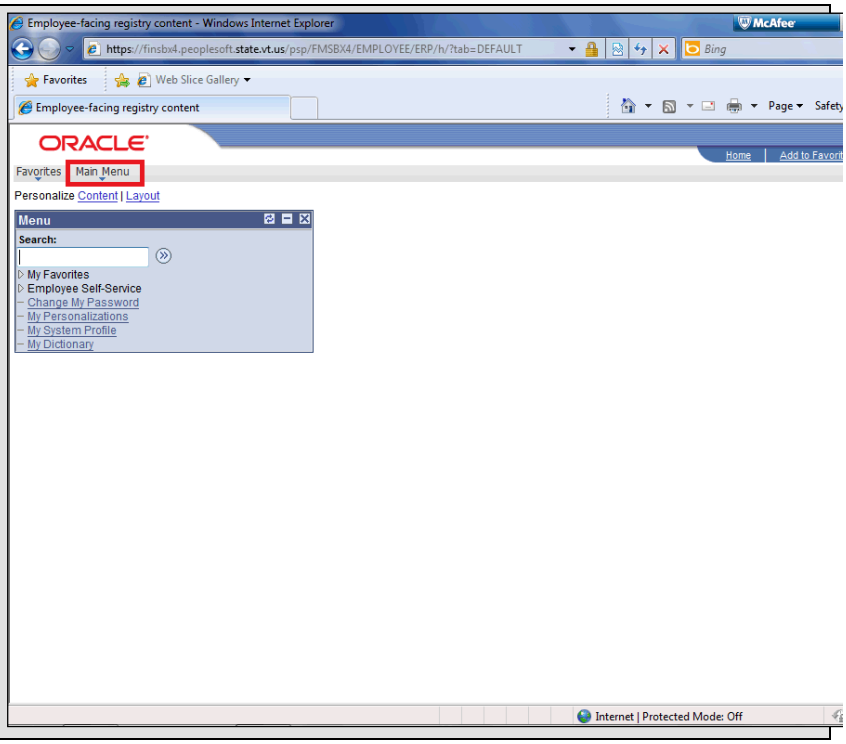
4. **Save for Later**- After every couple lines on your expense report, click the "Save for Later" button to prevent the "data inconsistent with database" error that prohibits you from saving or submitting.

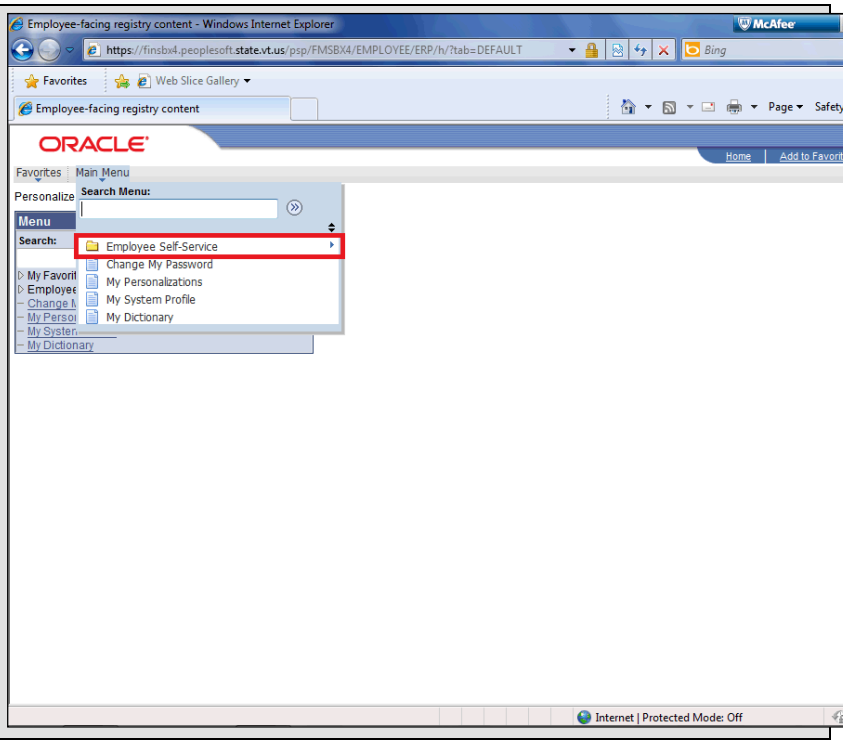
5. **Timeliness-** All employees are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense.

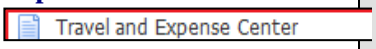
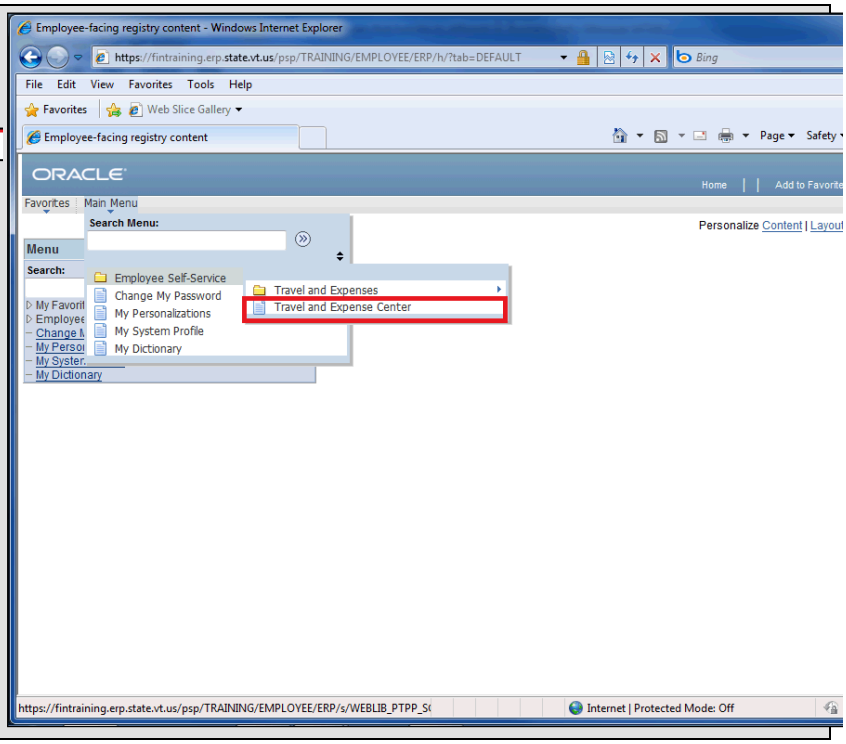
6. **Taxable over 60 days**- Any item that is past 60 days is required to have a "Taxable" Billing Type and an Explanation of Late filing form (http://finance.vermont.gov/sites/finance/files/pdf/Expenses/FM_EXP_Over60DayForm.pdf).

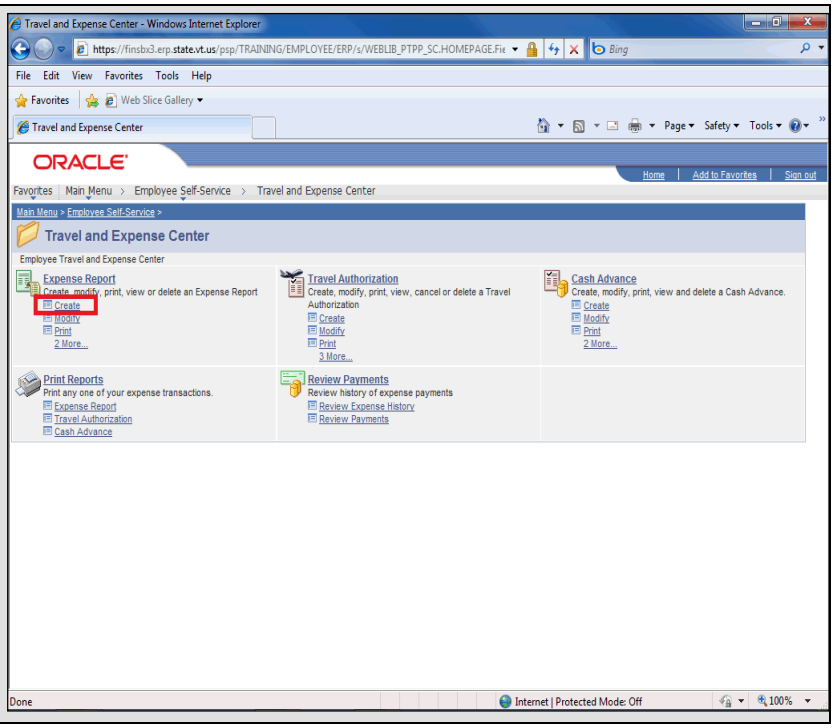
7. **Receipts**- Refer to your department's policy regarding handling of receipts.

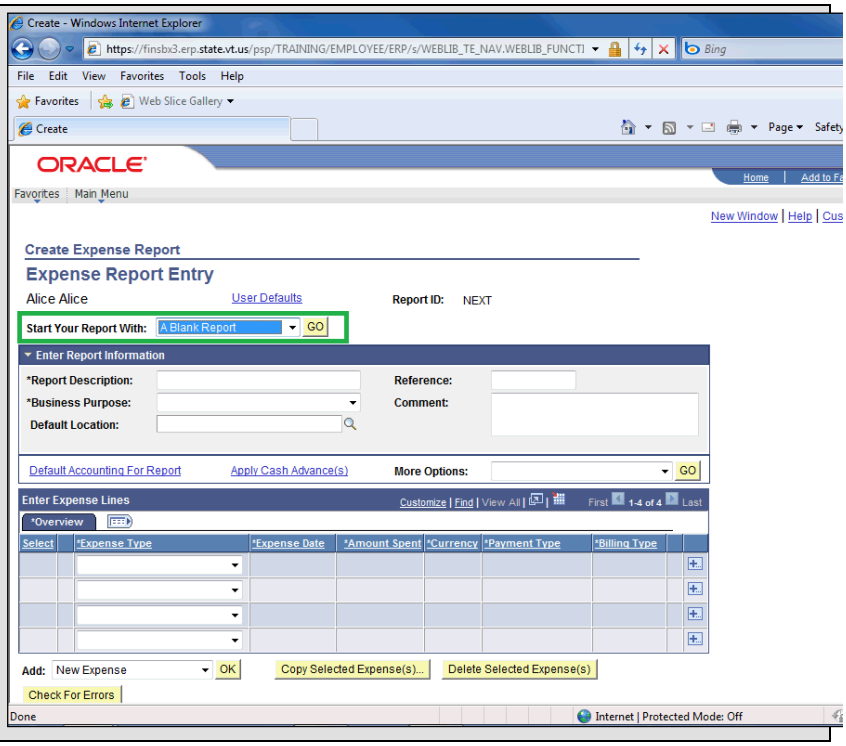
8. **All employment related expenses must** be reimbursed through the Expense module and any reimbursements will be made directly into your direct deposit (balance or 999) account.

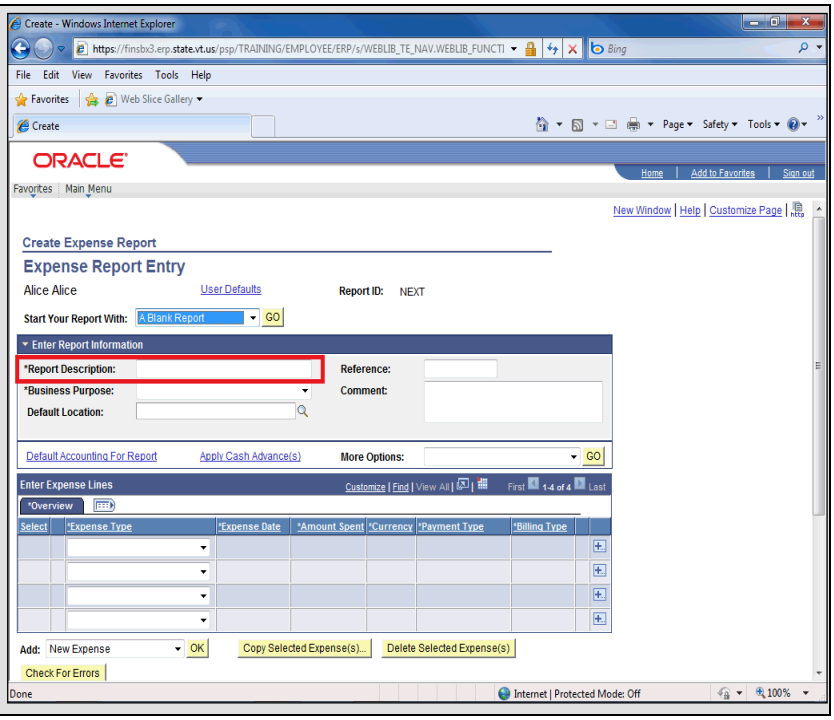
Step	Action	
1.	Click the **Main Menu** button. 	

Step	Action	
2.	Click the **Employee Self-Service** menu. 	

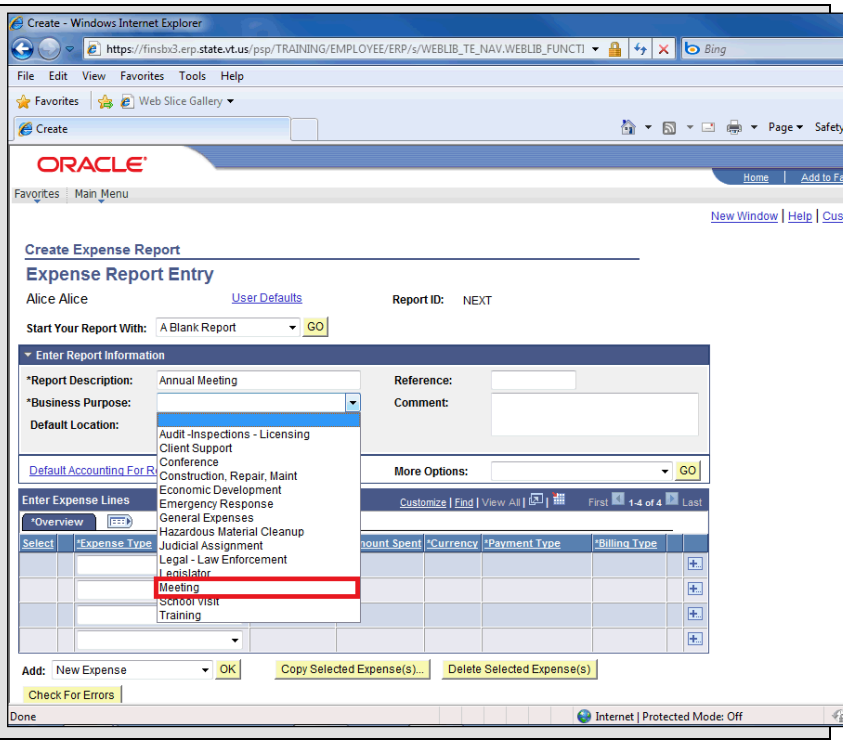
Step	Action	
3.	Click the **Travel and Expense Center** menu. 	

Step	Action	
4.	Under the Expense Report menu, Click the **Create** link. This link can be saved as a favorite by clicking the Add to Favorites link in the upper right hand corner.	

Step	Action	
5.	**NOTE: The State of Vermont only uses three of the available options for Start your report with**: **1. A Blank Report -Default** **2. A Travel Authorization** - Must be used when there is an associated approved Travel Authorization. See section on Starting report with Travel Authorization **3. An Existing Report** – Copies information from another report into the new report. See section on how to start with an Existing Report	

Step	Action	
6.	Enter a short, meaningful description into the **Report Description** field.	

Step	Action
7.	Click the drop down arrow to choose the **Business Purpose**.

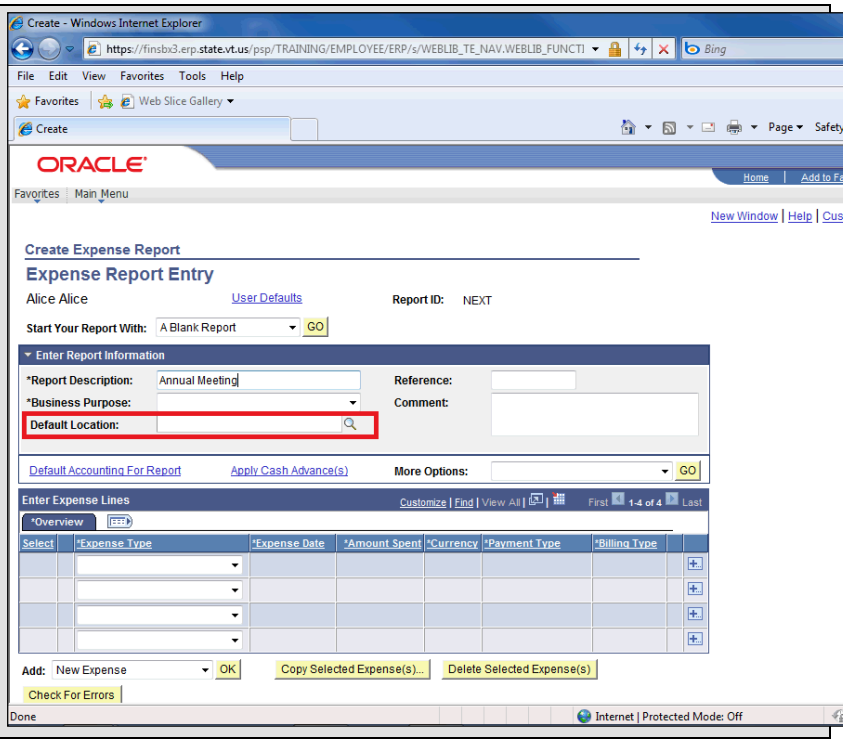


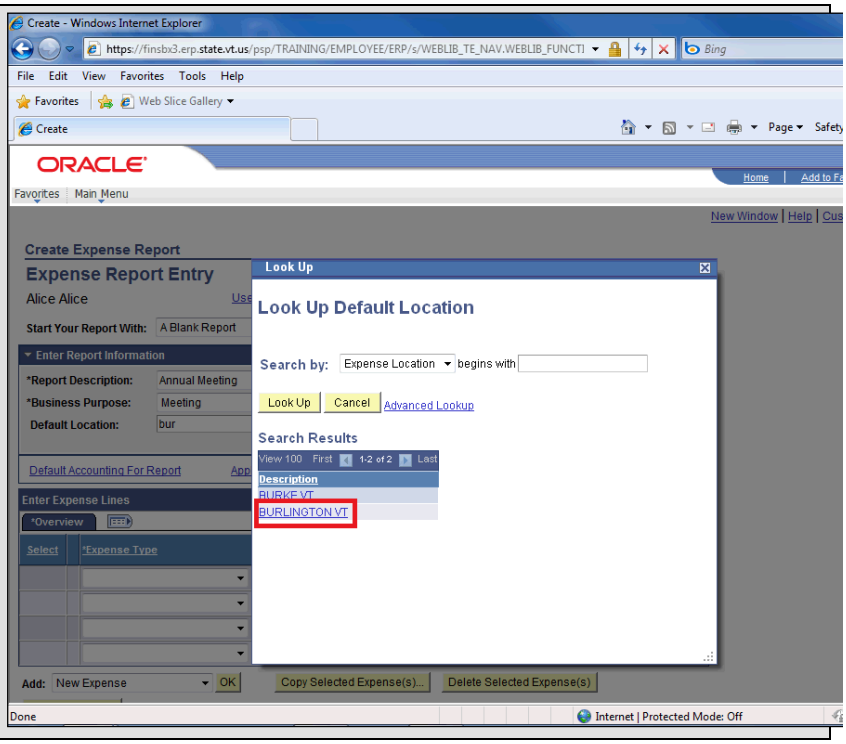
NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country

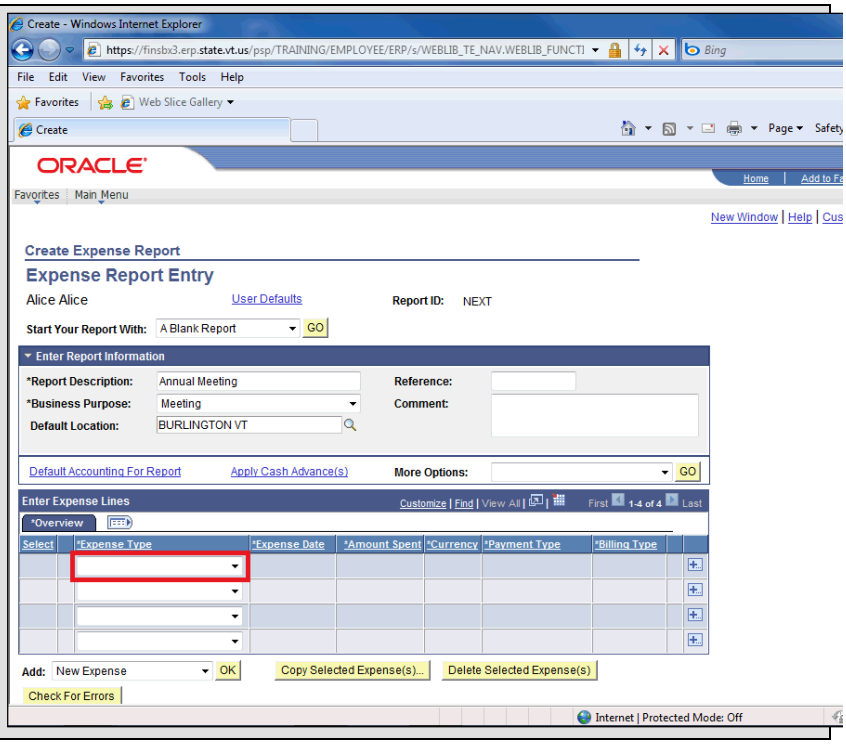
Entering a **Default Location** is optional. It will populate the destination location field on each expense line for you.

Step	Action
8.	Enter the first three letters into the **Default Location** field.

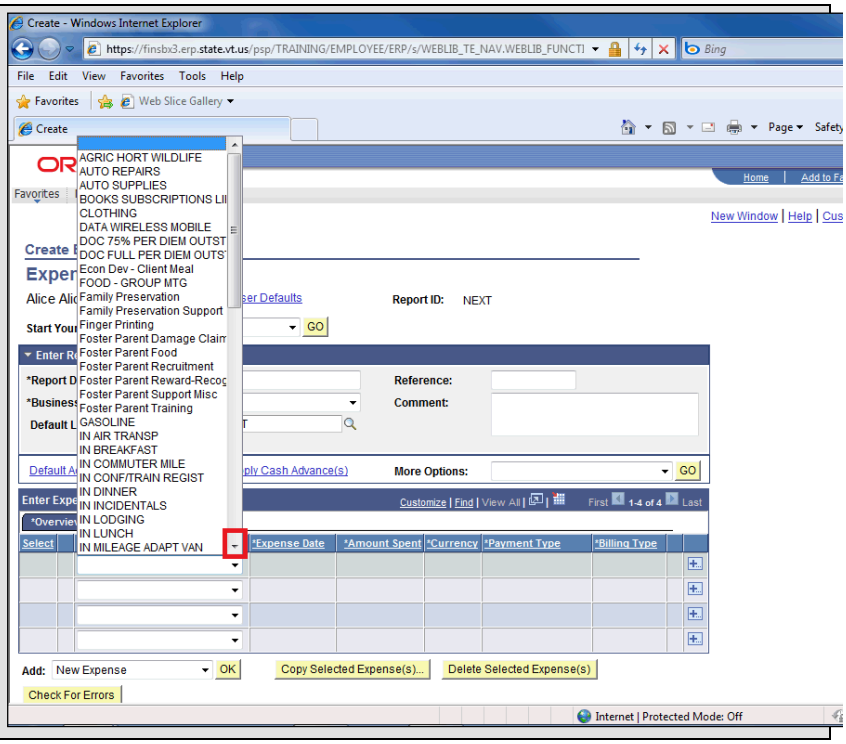
Step	Action
9.	Click the **Look up Default Location** button.



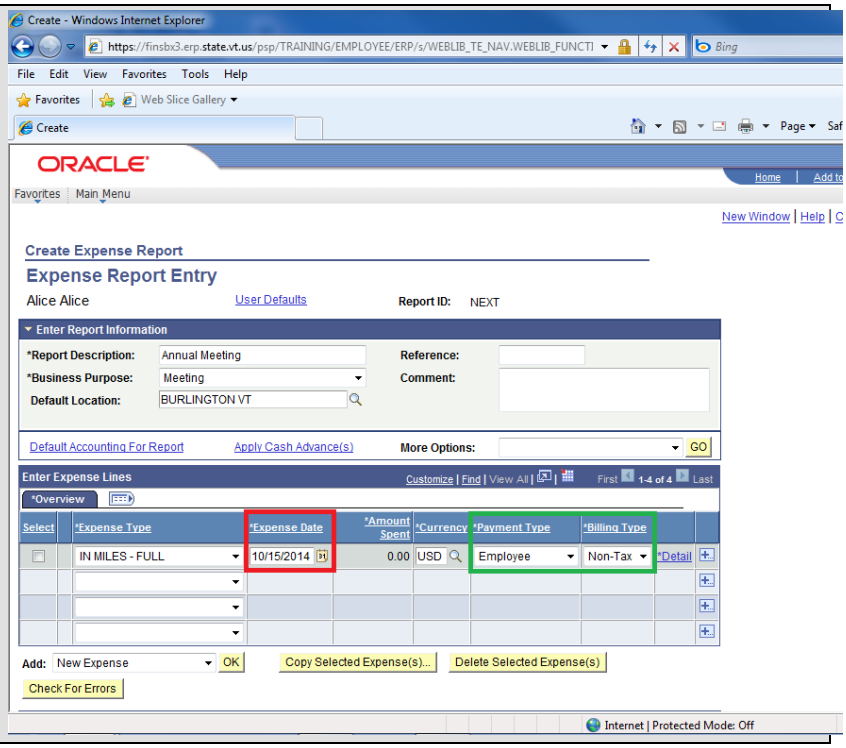
Step	Action	
10.	Select the location link.	

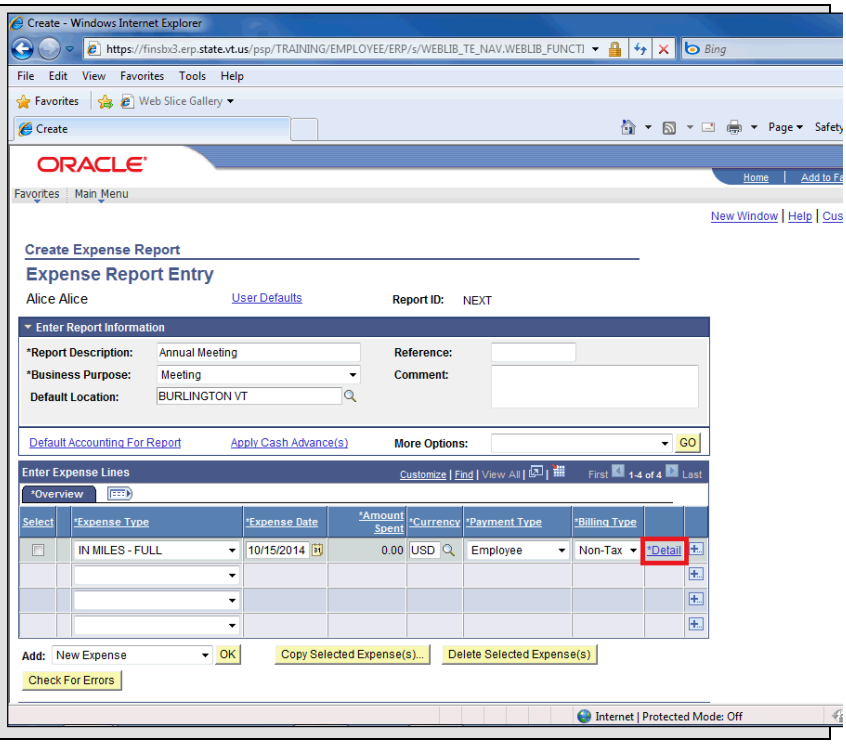
Step	Action	
11.	Click the **Expense Type** drop down arrow.	

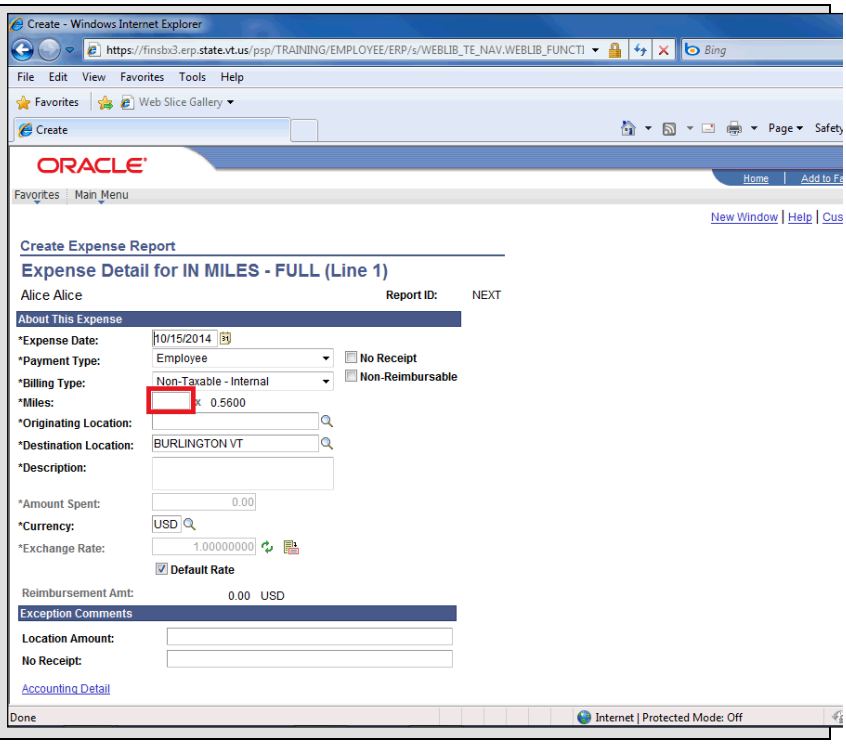
Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expanded Expense Type list on the Finance & Management website for guidance on Expense types	
Step	**Action**
12.	Select the appropriate Expense Type from the list provided. The down arrow can be used to scroll through to see all available options.



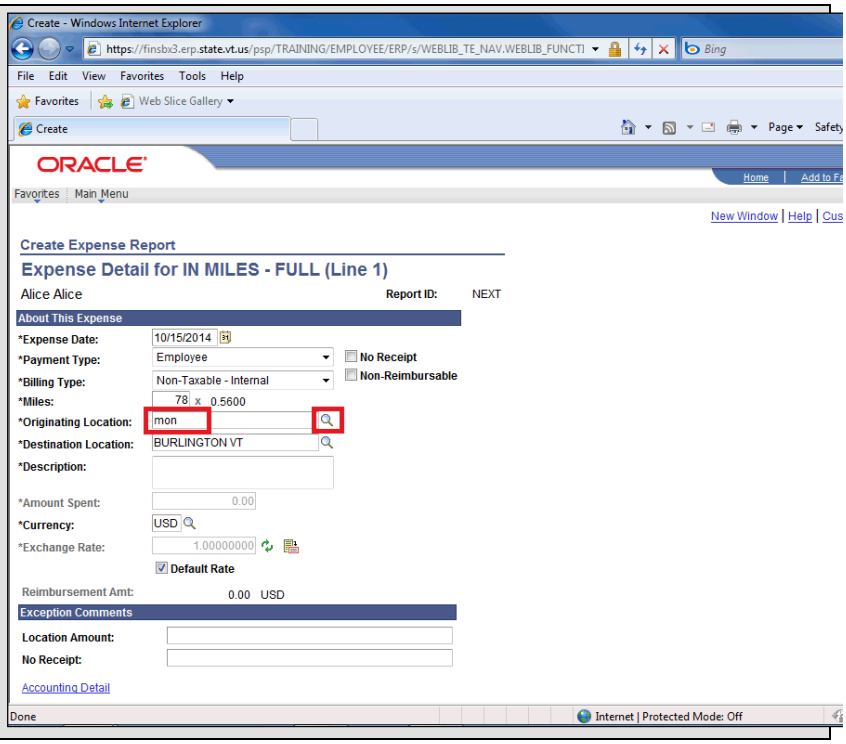
Step	**Action**
13.	Enter the date of the expense by either typing a valid date or selecting the date using the calendar icon. **Note:** This date cannot be in the future.
Payment Type and Billing Type are set to default **Payment Type** - Employee **Billing Type** - Non Taxable -Internal **Any expense that is over 60 days will require changing the billing type to taxable.**	



Step	Action	
14.	Each Expense Type will have a detail page that will also need to be completed, Click the **Detail** link. *Detail	

Step	Action	
15.	Enter the number of miles for the round trip into the **Miles** field. **Note:** The mileage rate of reimbursement is updated and maintained in accordance with the State's negotiated agreements.	

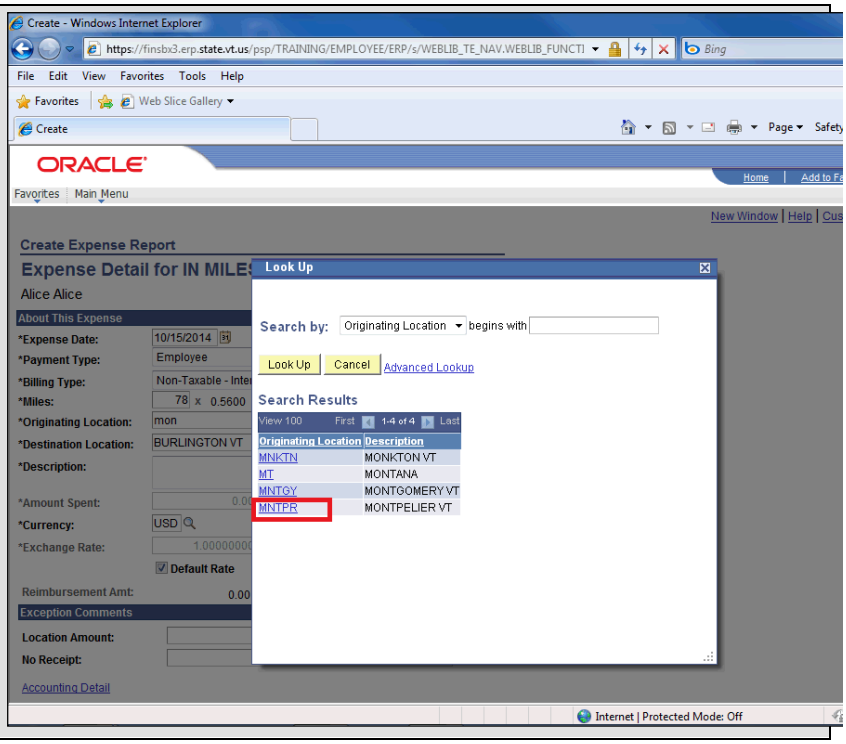
Step	Action
16.	Enter a few letters of where you started your trip into the **Originating Location** field.
Step	**Action**
17.	Click the **Originating Location** button.

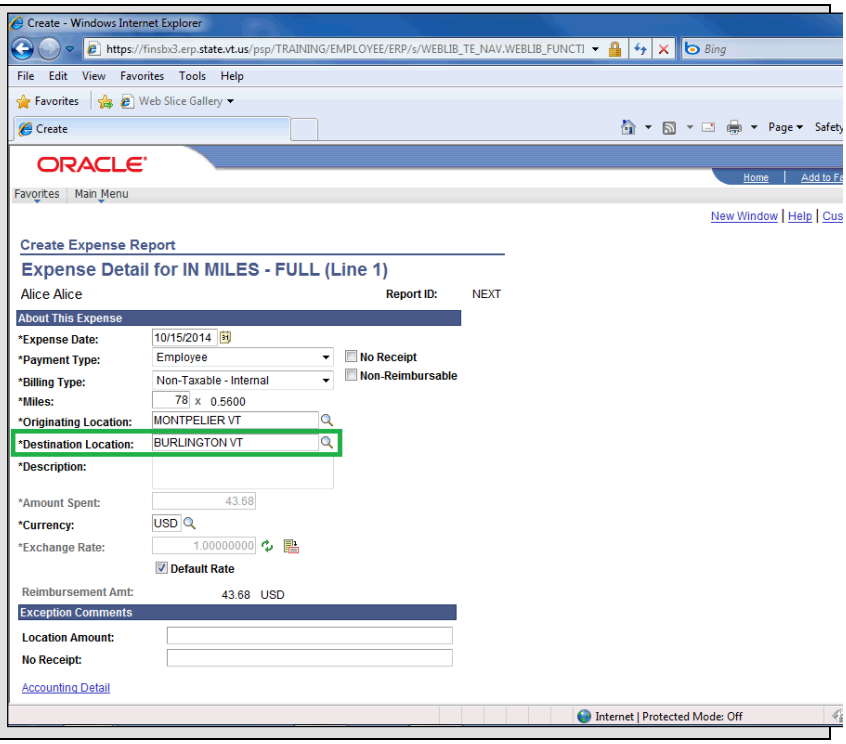


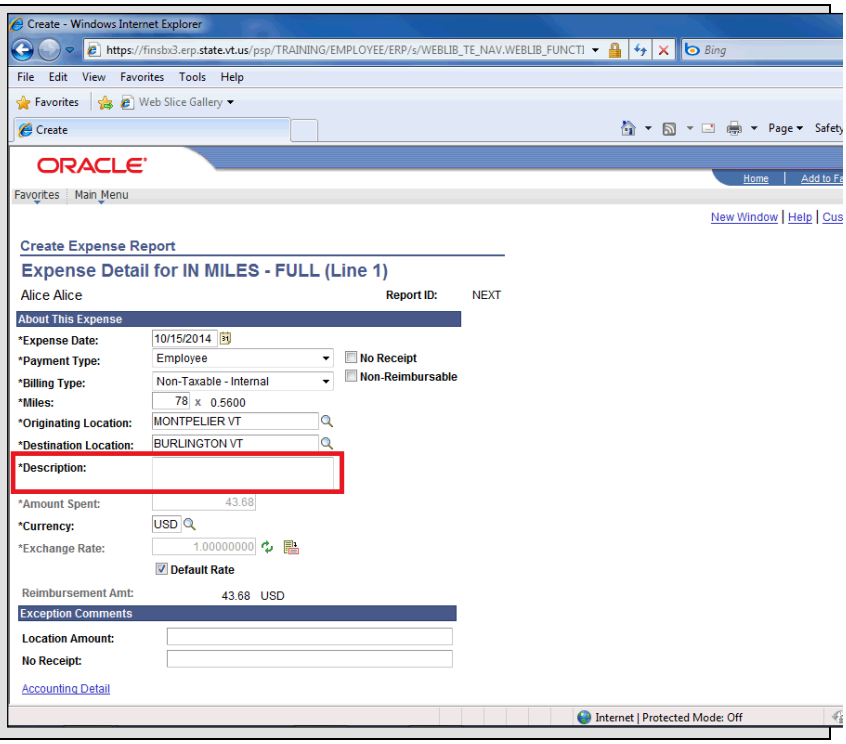
NOTE: A default Originating location can be set through the User Profile using the following naviation:

Employee Self-Service > Travel and Expenses > Review Edit Profile Click on the User Defaults tab.

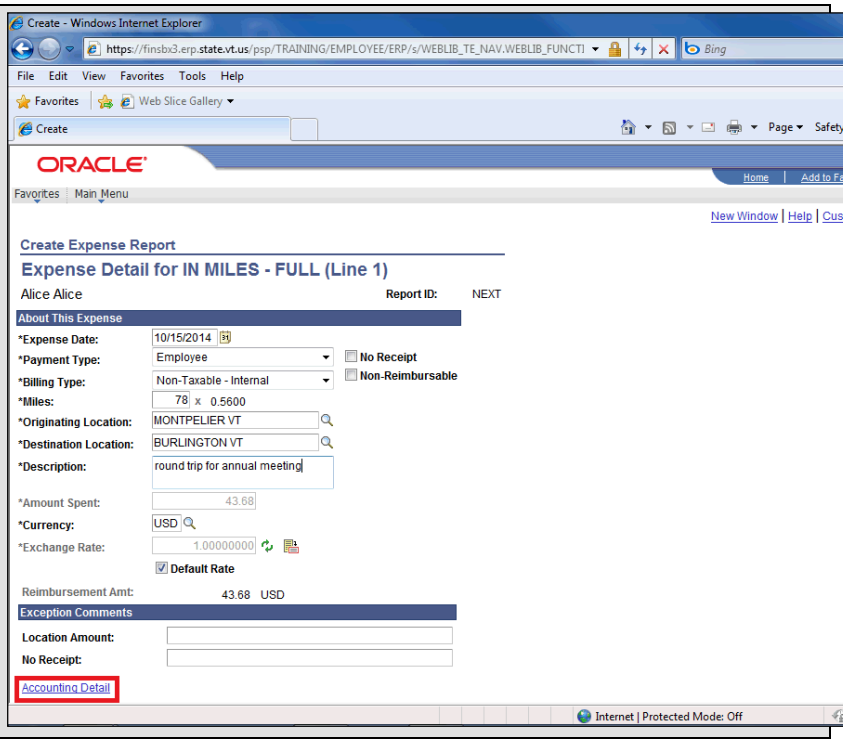
Step	Action
18.	Click the location link to select.

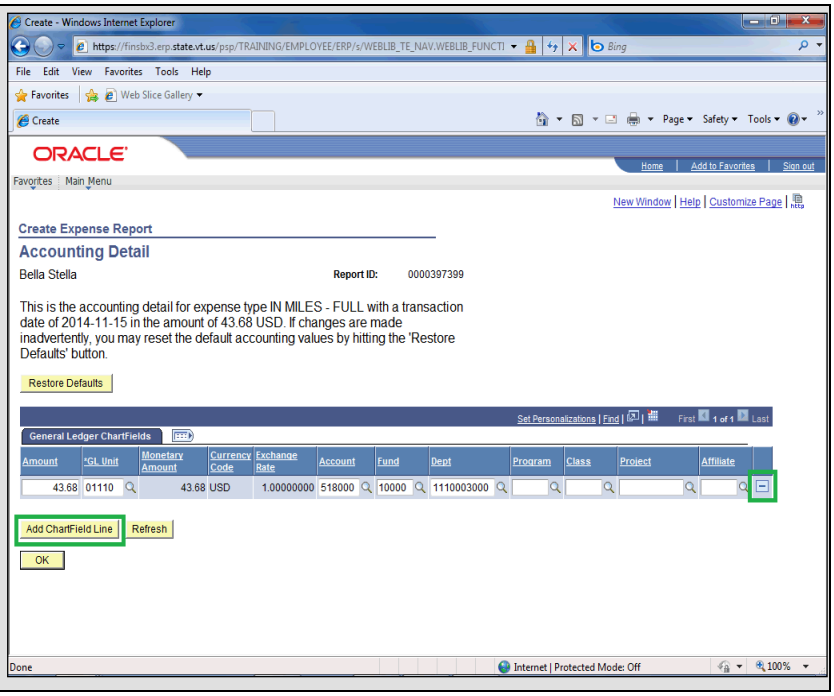


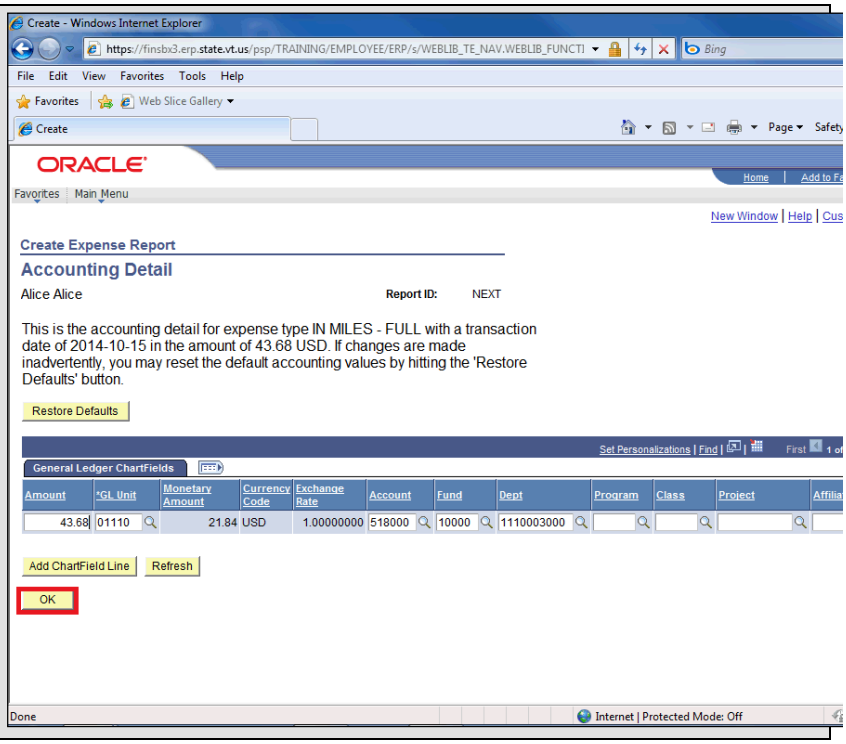
Step	Action	
19.	Enter the Destination location if a Default location wasn't selected. This location should be the furthest point travelled during the trip	

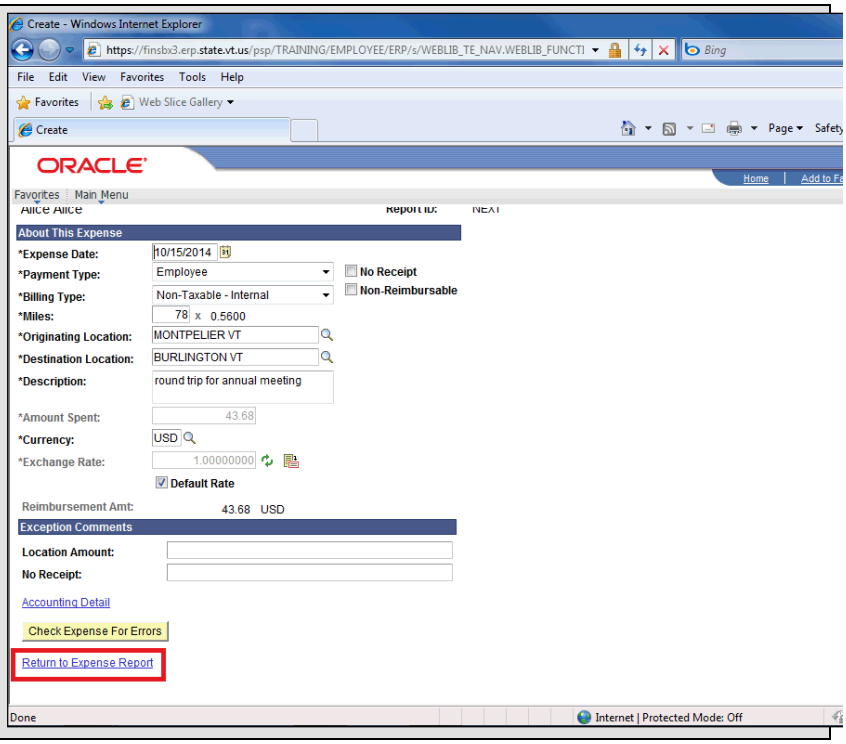
Step	Action	
20.	Enter an explanation of what this trip was for into the **Description** field. If there were locations travelled to along the way, those can be indicated here.	

Verify/Change accounting detail for an expense line

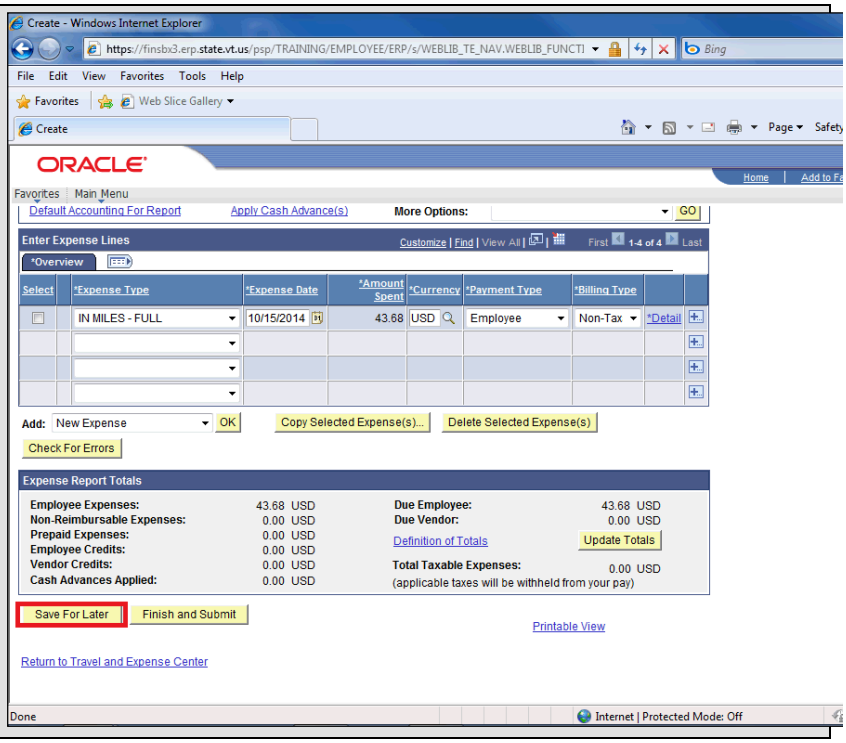
Step	Action	
1.	To verify/change the accounting information for the expense line, Click the **Accounting Detail** link on the Expense Detail page for the line. Accounting Detail	

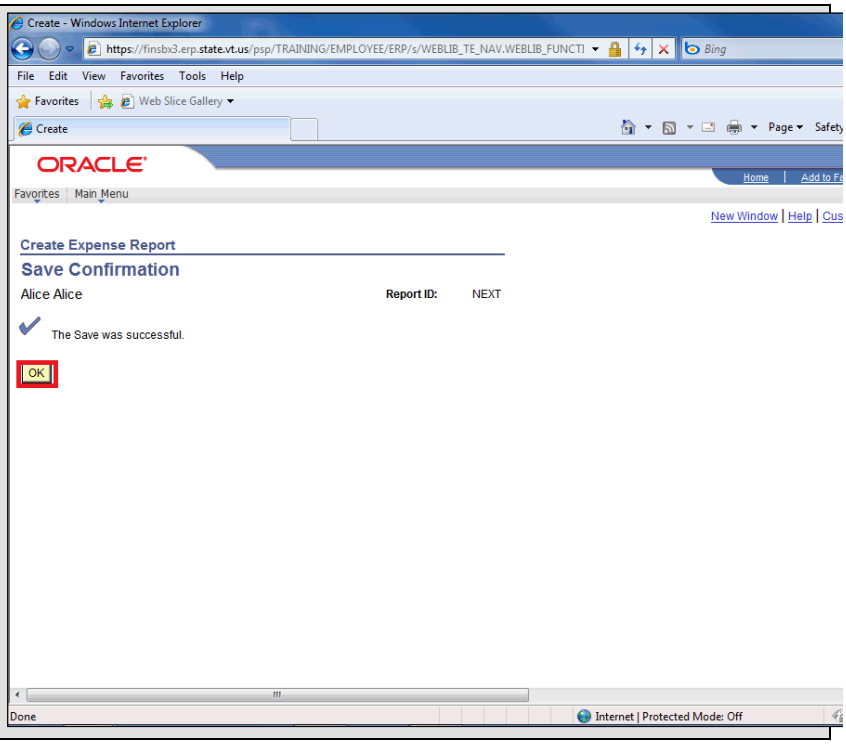
Step	Action	
2.	Lines can be added by clicking the Add Chartfield button and they can be deleted by clicking the minus button next to the line. **NOTE:** The account code and GL Unit should never be changed.	

Step	Action	
3.	Click the **OK** button. OK	

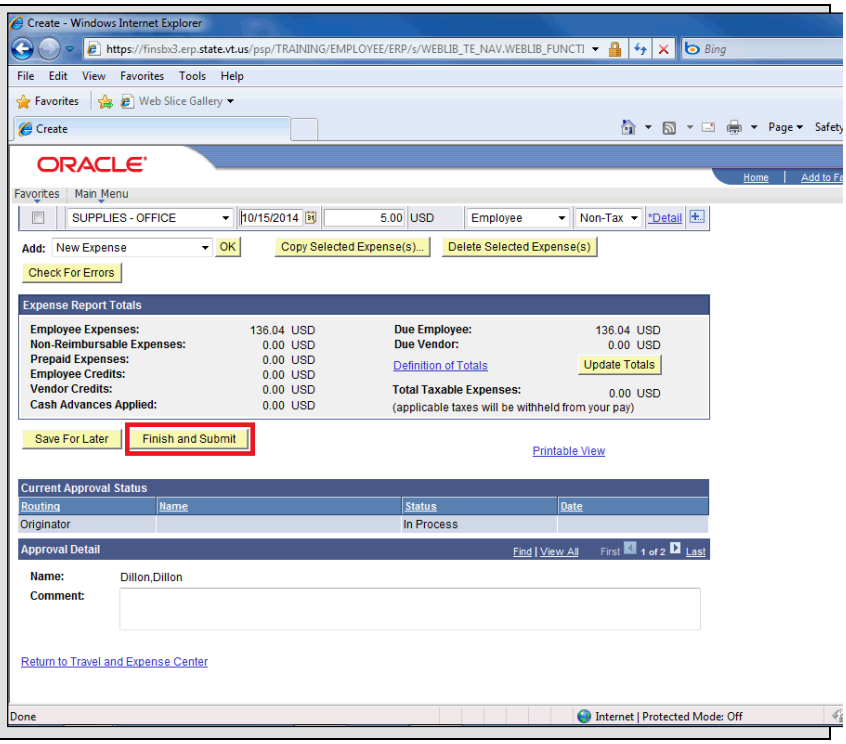
Step	Action	
4.	Click the **Return to Expense Report** link. Return to Expense Report You might have to scroll down the screen if you don't see the link.	

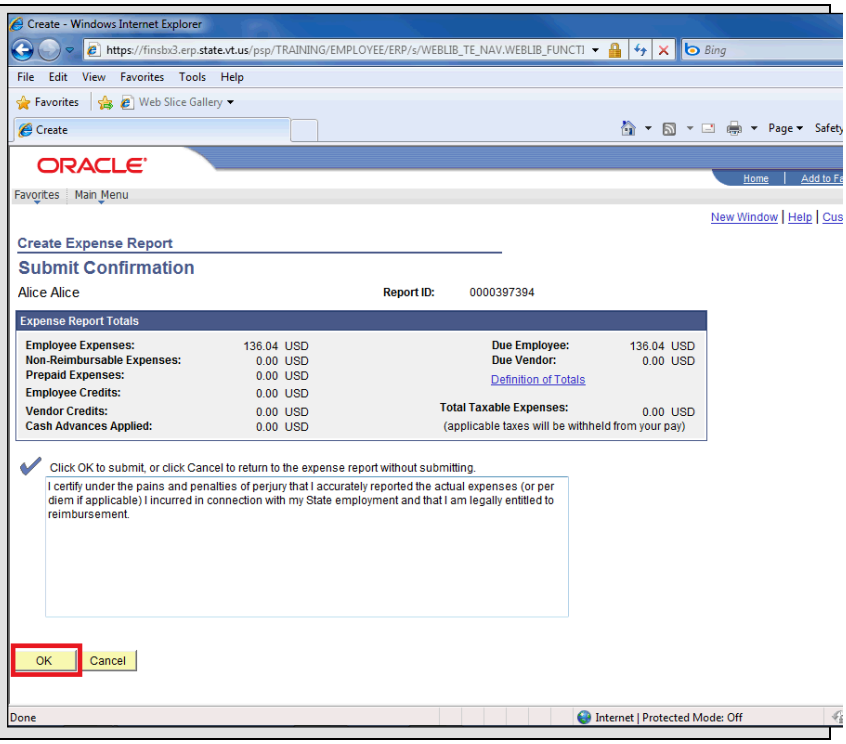
Save Expense Report for Later

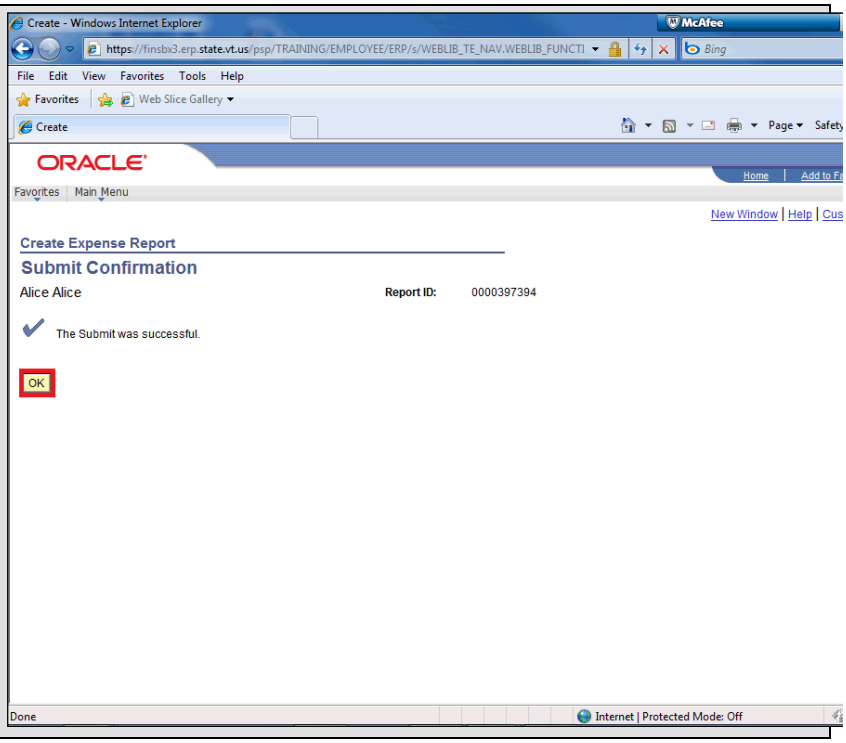
Step	Action	
1.	When entering expenses it is important to **save often.** We recommend saving after every one to two lines to avoid losing any work To save, click the **Save For Later** button. Save For Later You might have to scroll down the screen if you don't see the button	

Step	Action	
2.	Click the **OK** button. OK	

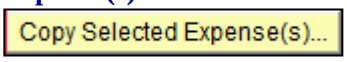
Finish and Submit

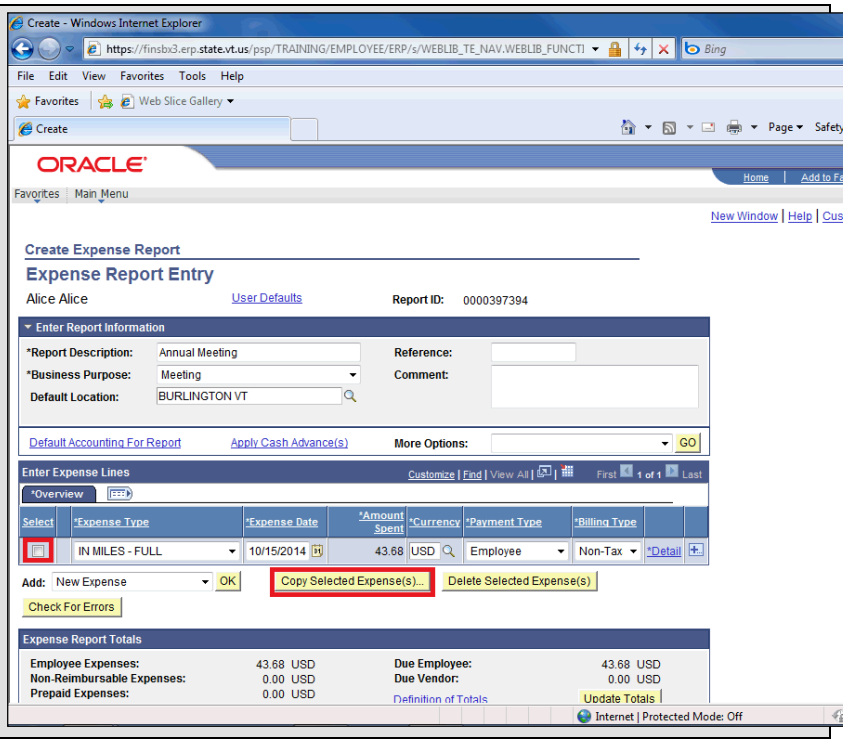
Step	Action	
1.	To finish and submit the report, click the **Finish and Submit** button. Finish and Submit You might have to scroll down the screen if you don't see the button	

Step	Action	
2.	After reading the certification statement, click the **OK** button. OK	

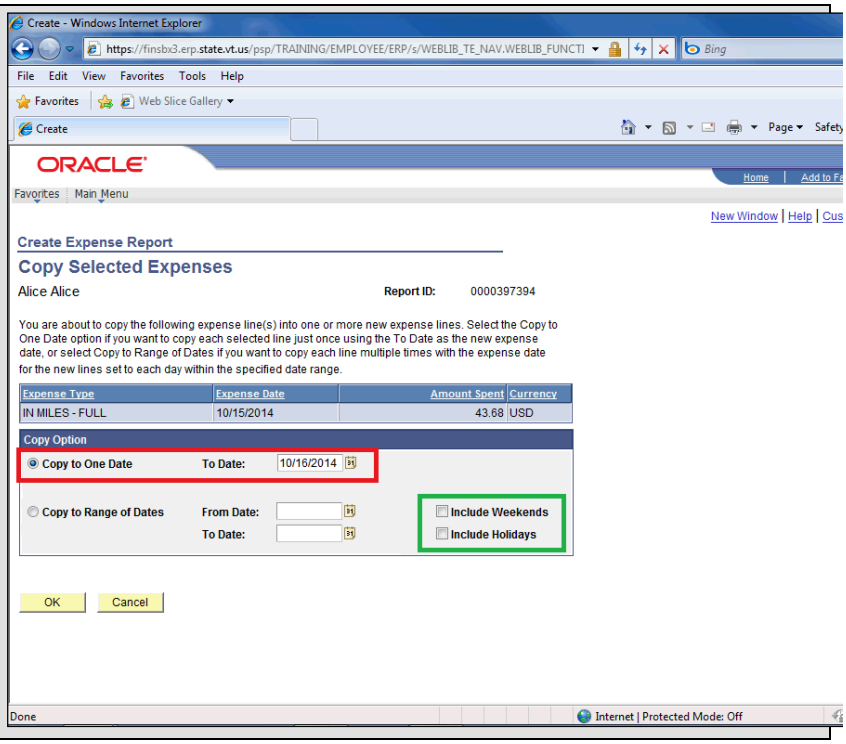
Step	Action	
3.	Click the **OK** button. OK The report is now submitted and is waiting for supervisor approval. If any changes are needed now, the report will have to be sent back to you by the supervisor for revision.	

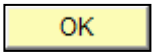
Copy Expense line(s) for an Expense Report

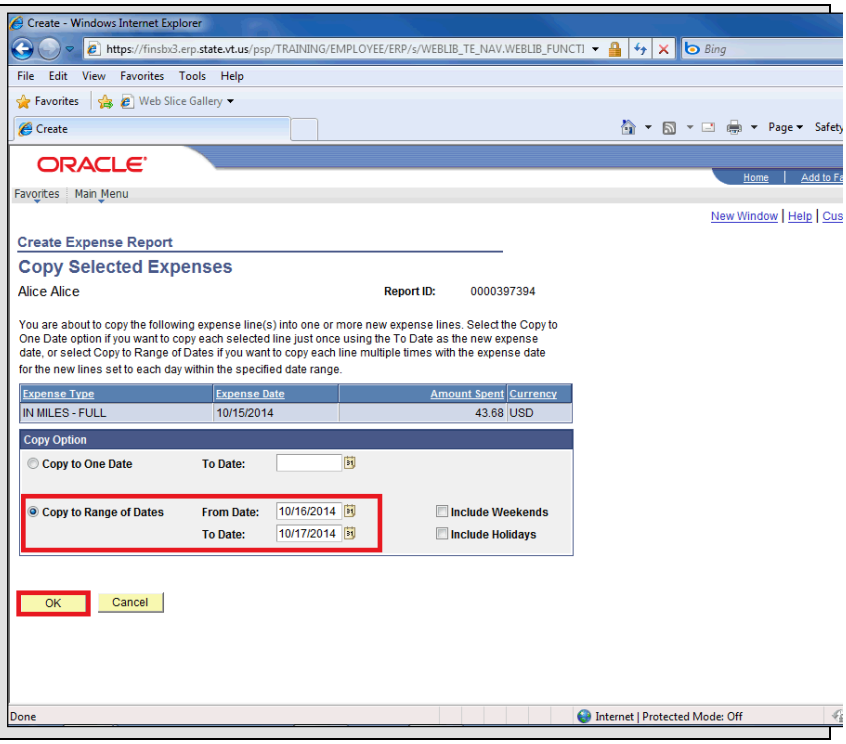
Step	Action
1.	Click the **Select** box next to the expense line you want to copy.
Step	**Action**
2.	Click the **Copy Selected Expense(s)...** button. 



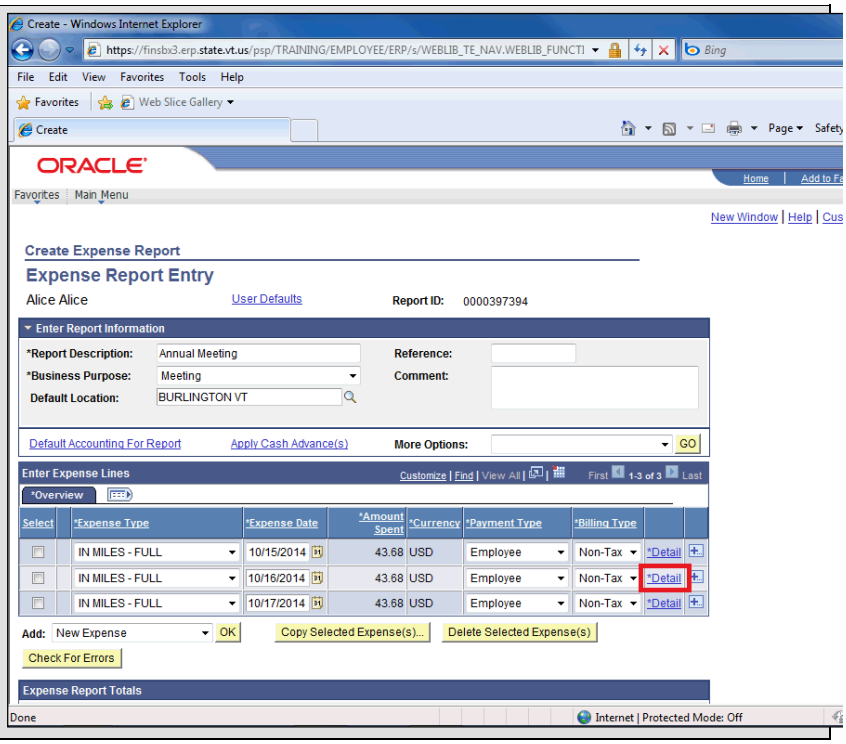
Step	Action
3.	The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox. When copying to one date, enter the Date you want to copy to into the **To Date** field next to the Copy one Date field.



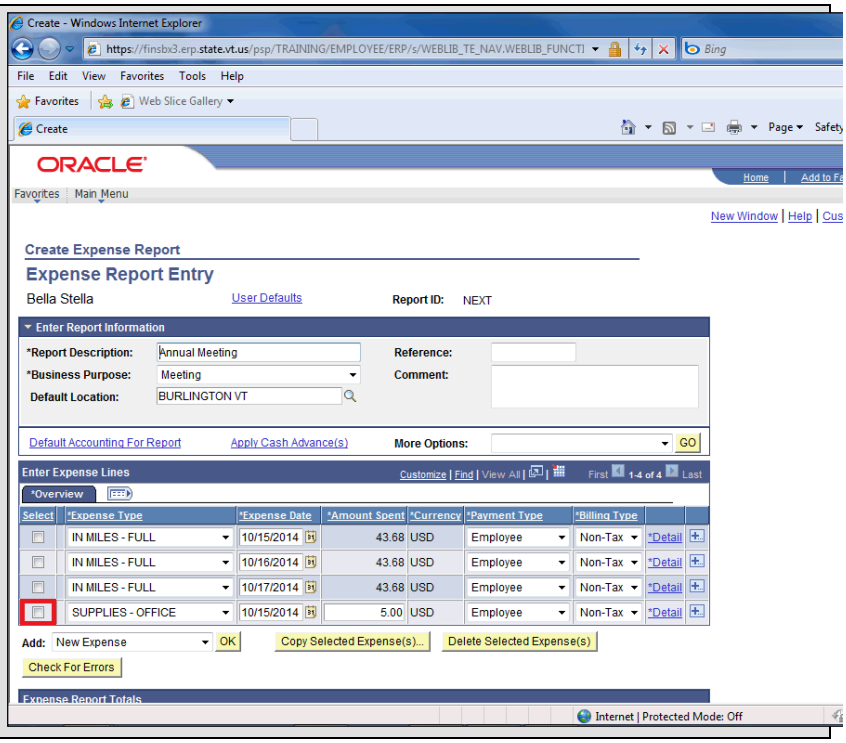
Step	Action
4.	To Copy to a range of dates, click the **Copy to Range of Dates** option.
Step	**Action**
5.	Enter the date range you want to copy to into the **From Date** and **To Date** fields.
Step	**Action**
6.	Click the **OK** button 

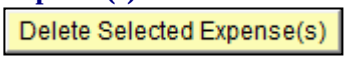
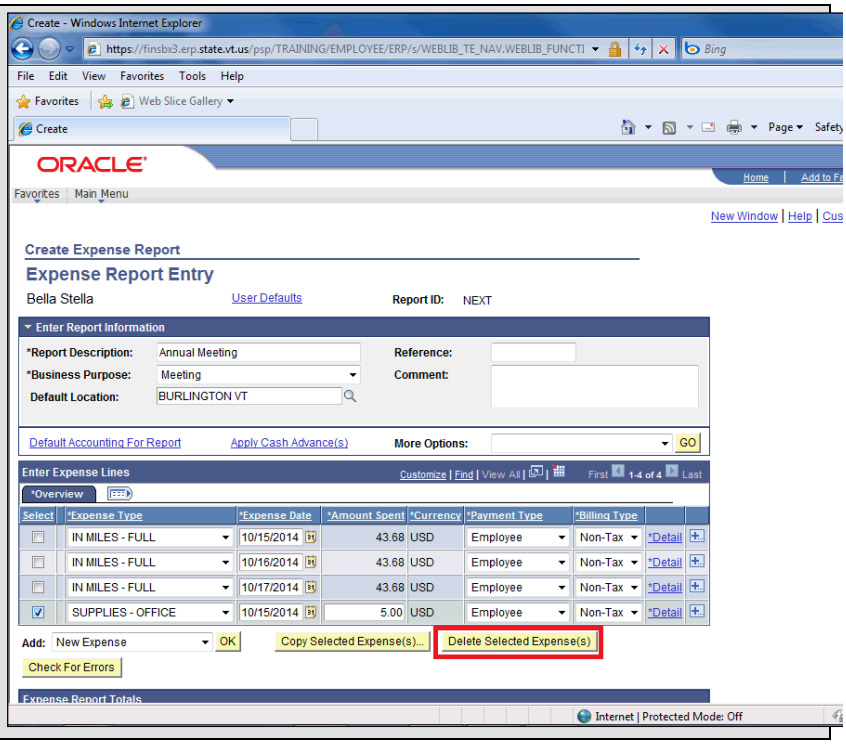


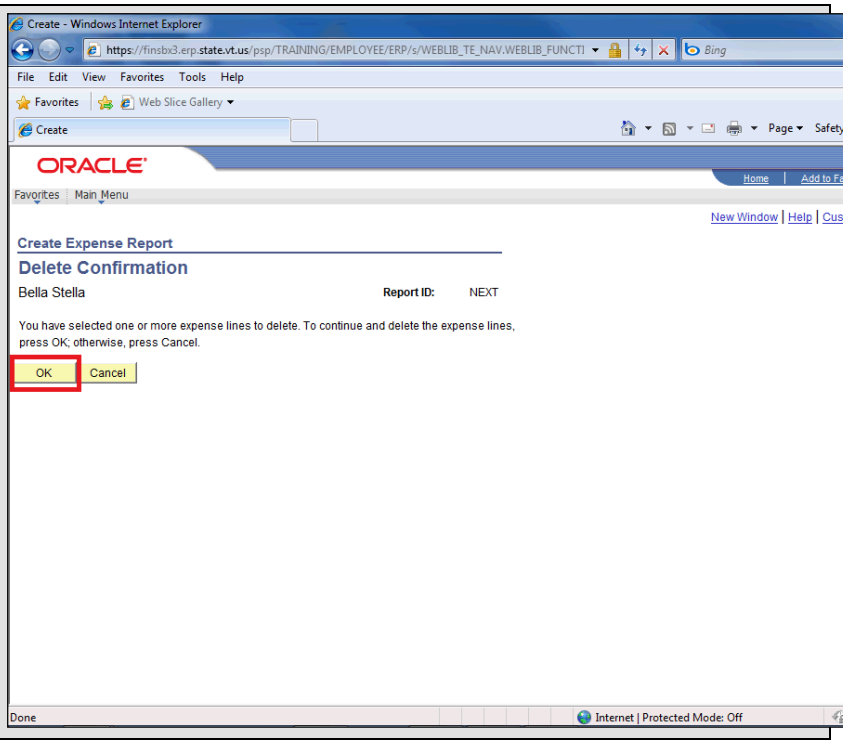
Step	Action
7.	Click the **Detail** link to adjust the information for the copied lines.



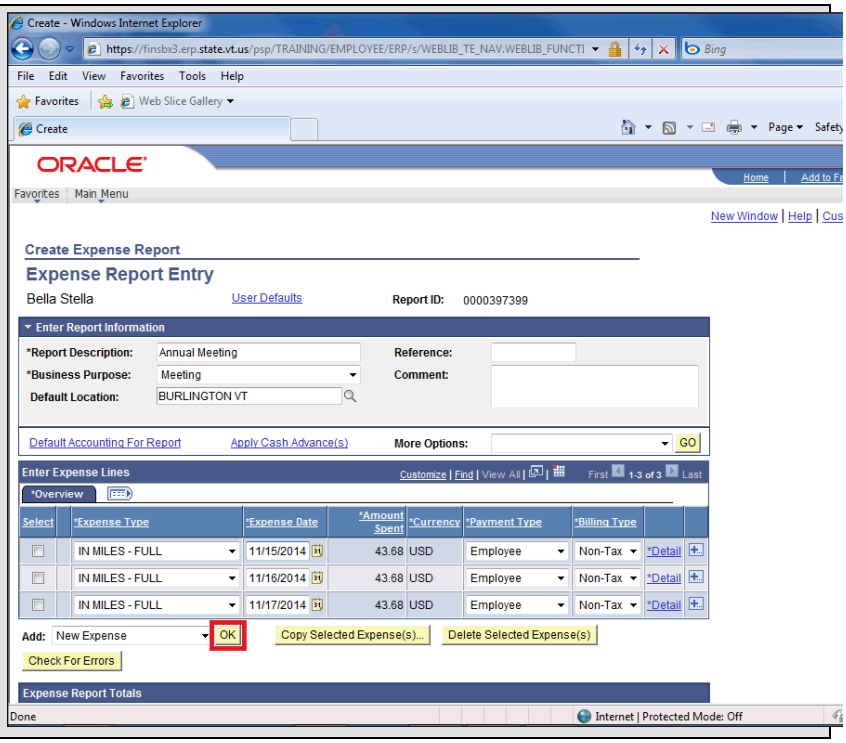
Delete expense line(s) for an Expense Report

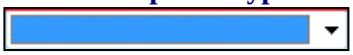
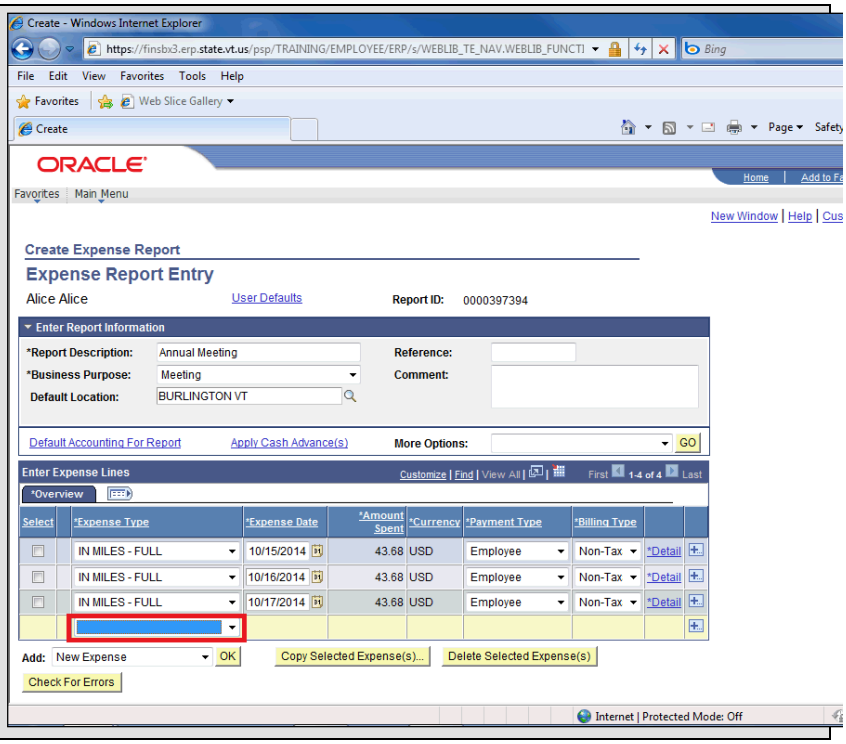
Step	Action	
1.	To delete any unnecessary lines click the **Select** box next to the line.	

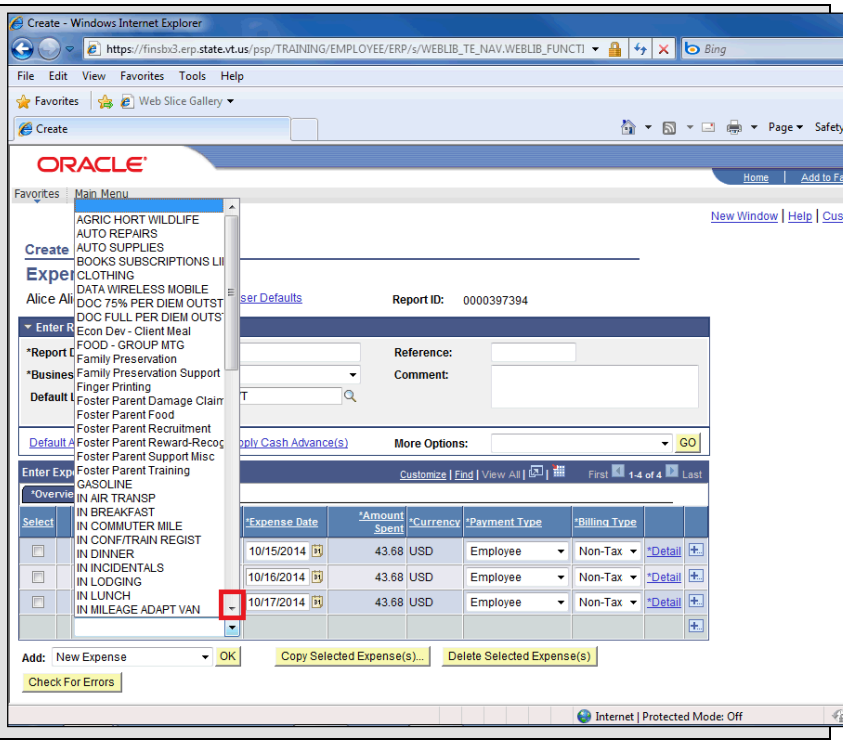
Step	Action	
2.	Click the **Delete Selected Expense(s)** button. 	

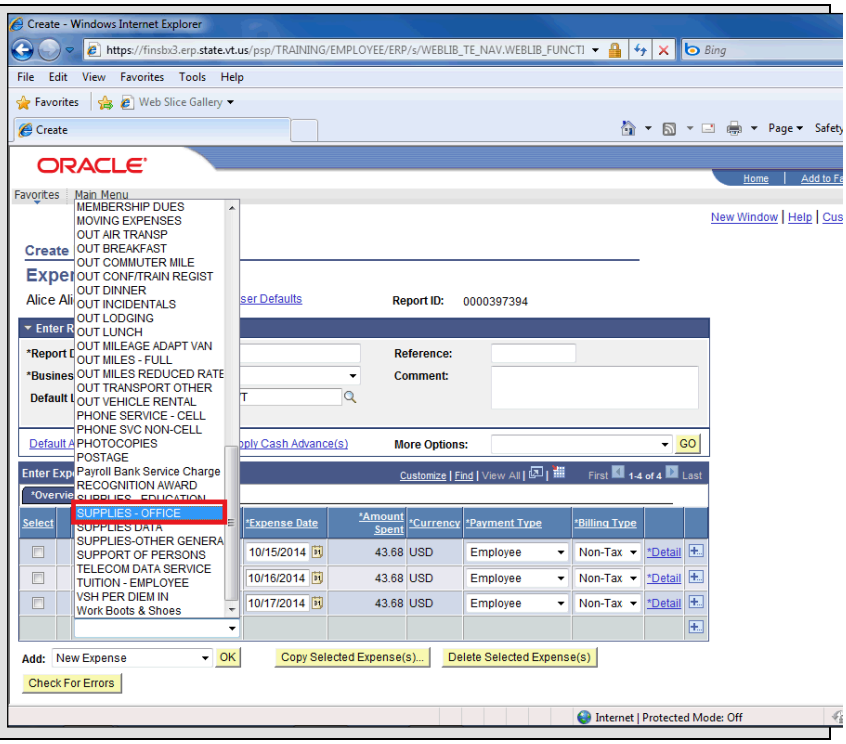
Step	Action	
3.	To confirm the delete, Click the **OK** button. OK	

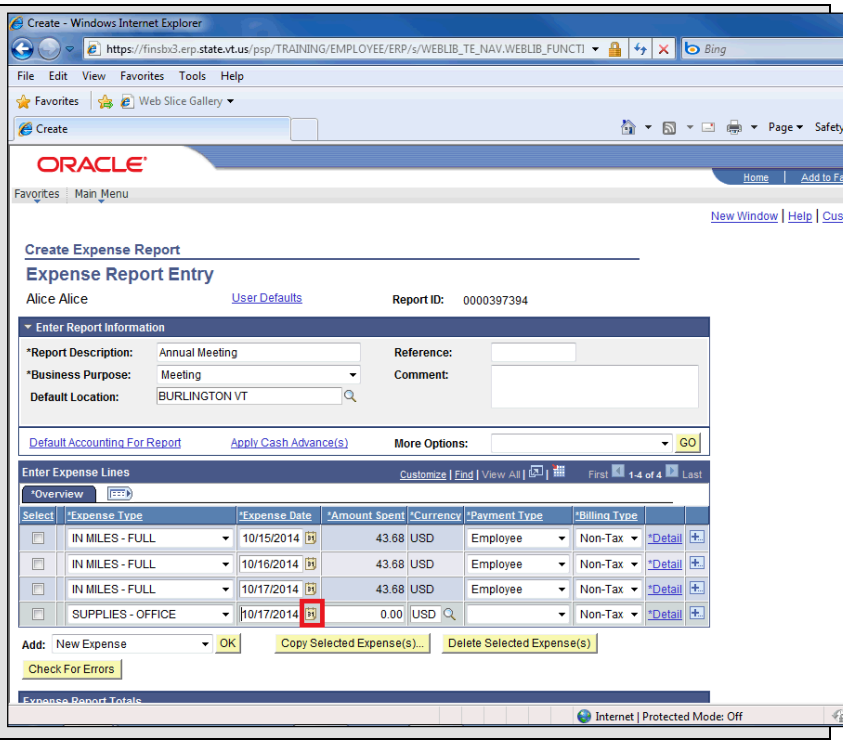
Add an expense line for Office Supplies for an Expense Report

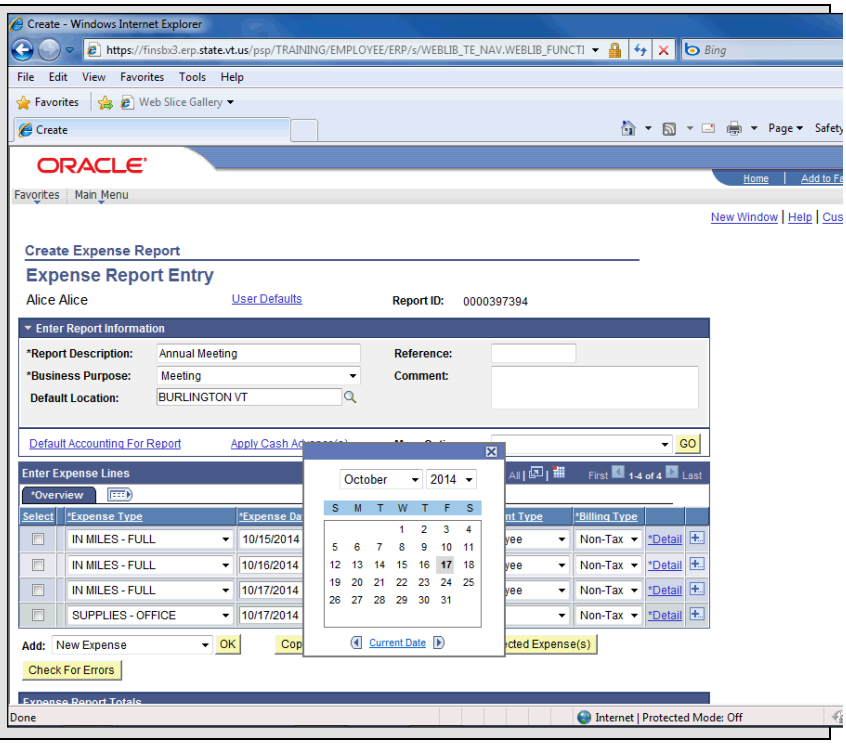
Step	Action	
1.	Click the **OK** button next to Add New Expense. 	

Step	Action	
2.	Click the **Expense Type** list. 	

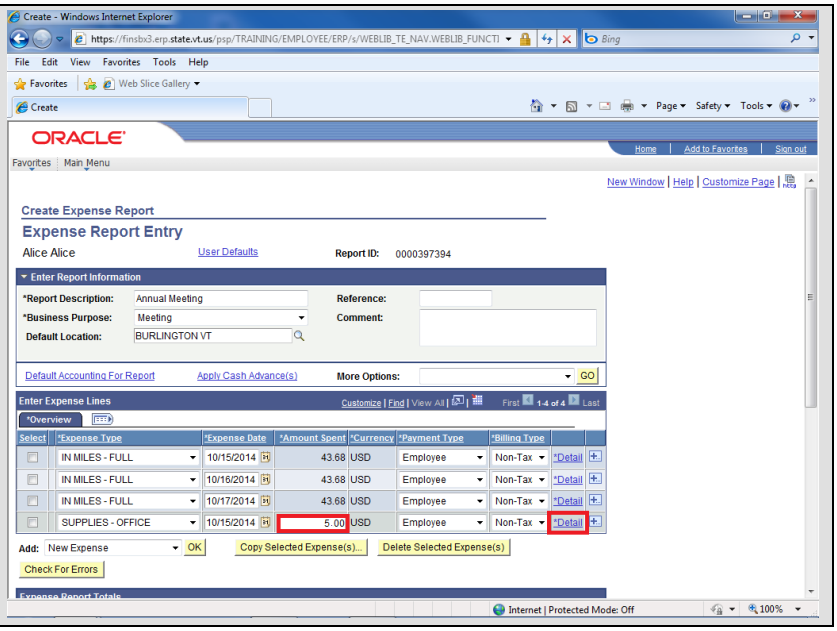
Step	Action	
3.	To find Supply expense types, Click the **Down Arrow** button of the scrollbar	

Step	Action	
4.	Click the **SUPPLIES - OFFICE** list item.	

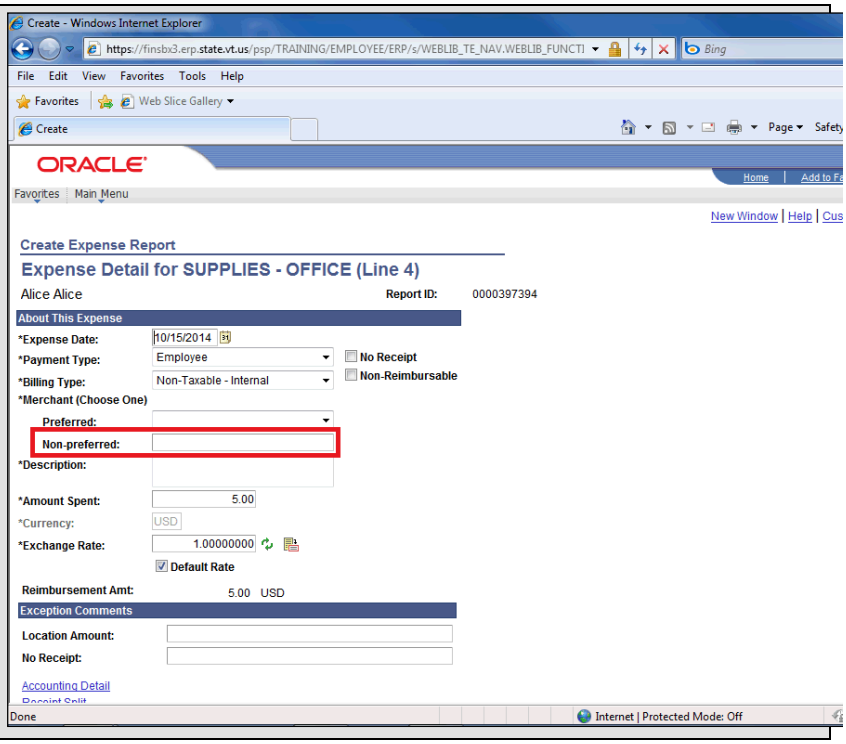
Step	Action	
5.	Enter the Expense date or select date using the calendar. To use the calendar, Click the **Choose a date Calendar Icon** button.	

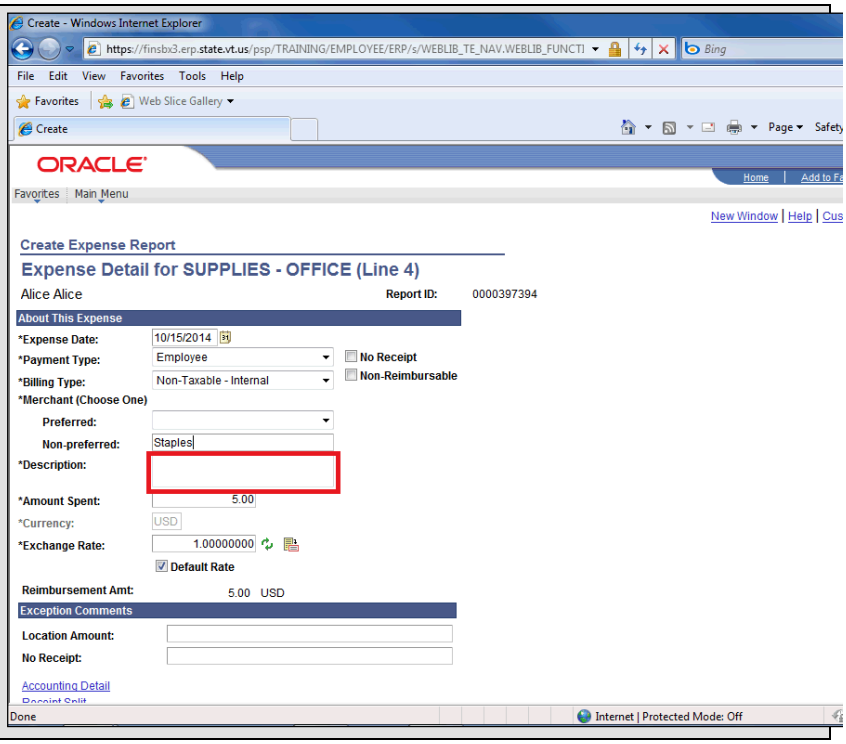
Step	Action	
6.	Click the desired date.	

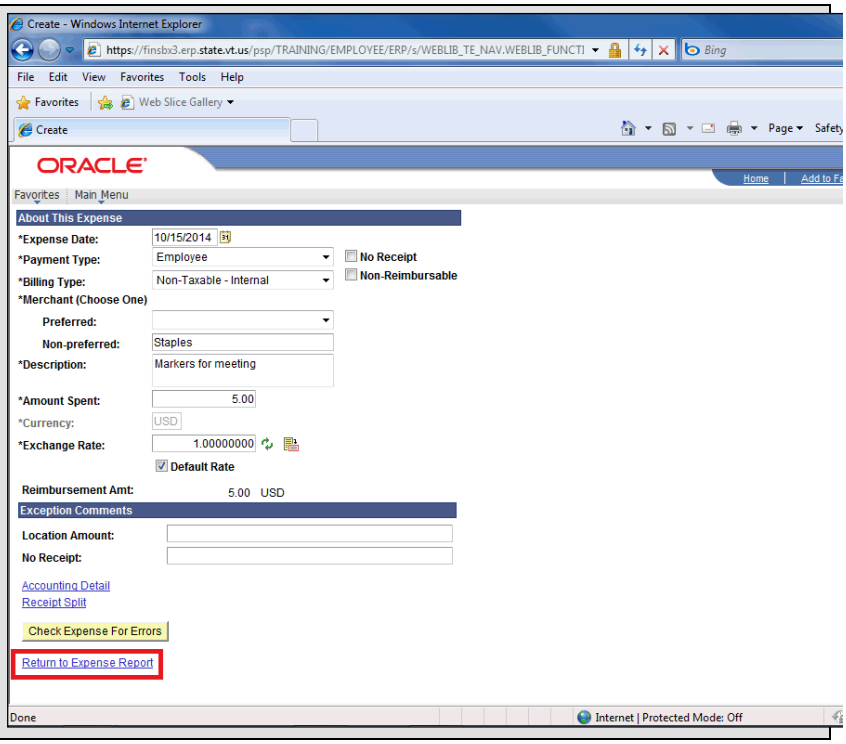
Step	Action
7.	Enter the amount spent into the **Amount Spent** field.
Step	**Action**
8.	Click the **Detail** link. *Detail



Step	Action
9.	NOTE: The State of Vermont doesn't list Preferred Merchants. Enter the vendor the supplies were purchased from into the **Non-preferred** field.



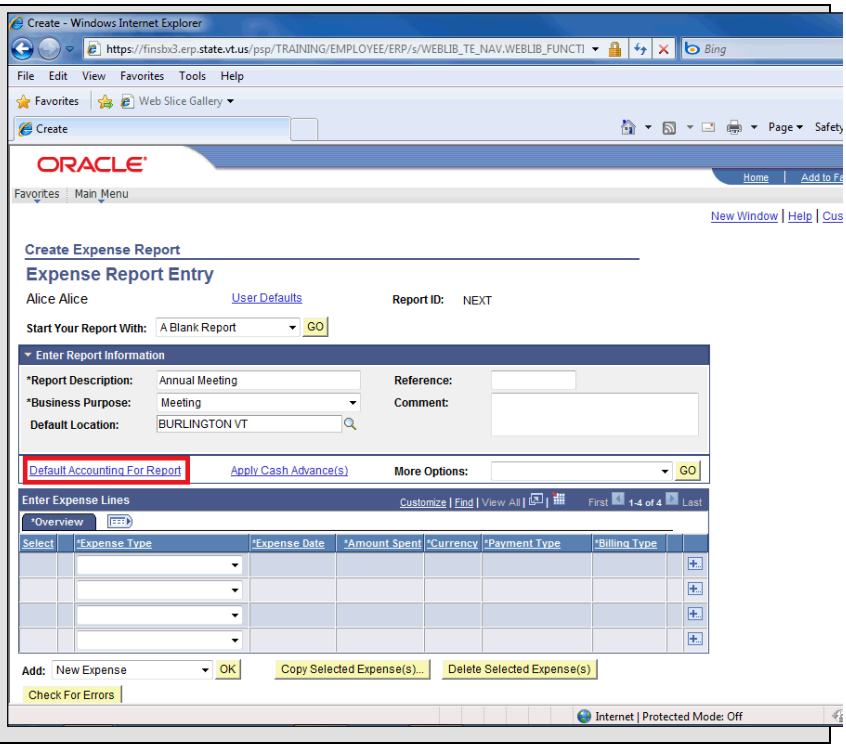
Step	Action	
10.	Enter a description of what supplies were purchased into the **Description** field.	

Step	Action	
11.	Click the **Return to Expense Report** link. Return to Expense Report You might have to scroll down the screen if you don't see the link.	

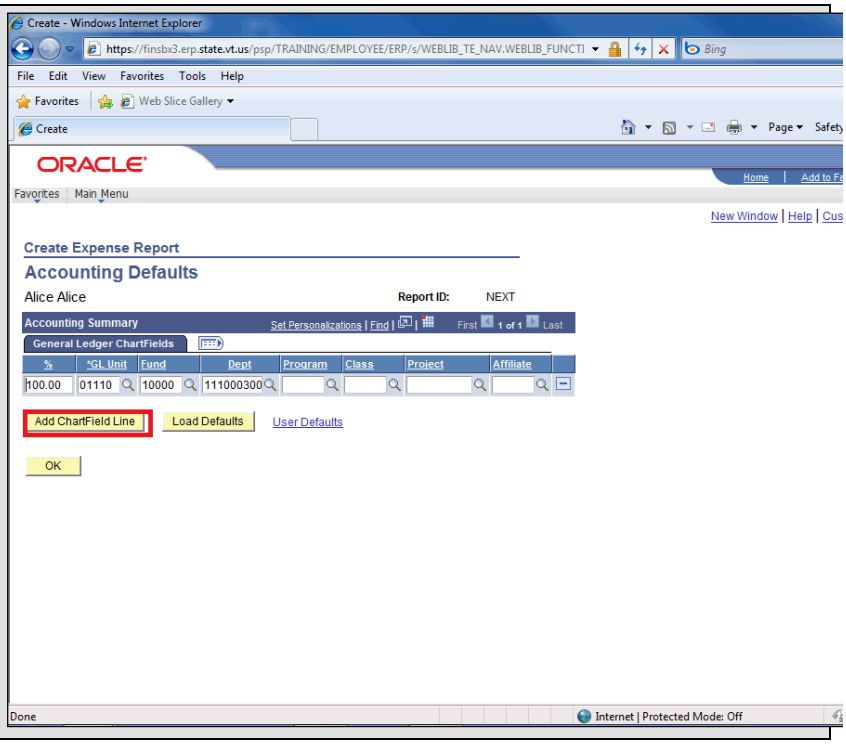
Change default accounting for report

If you have split funding or your accounting information is going to be different than your default accounting, it can be changed by clicking on the Default Accounting For Report link. This will need to be done prior to adding any expense lines.

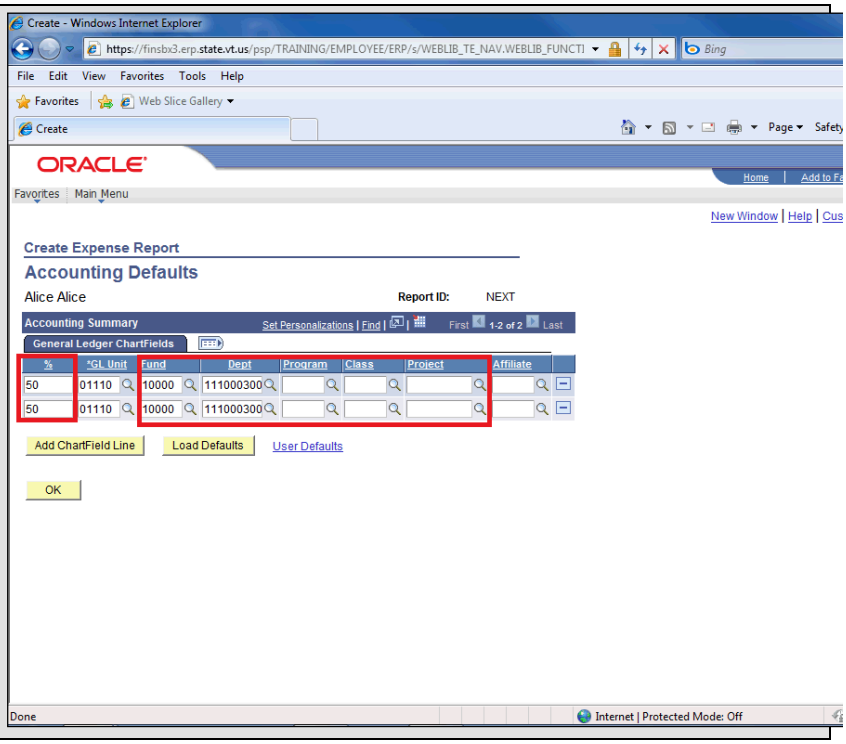
Step	Action
1.	Click the **Default Accounting For Report** link. Default Accounting For Report



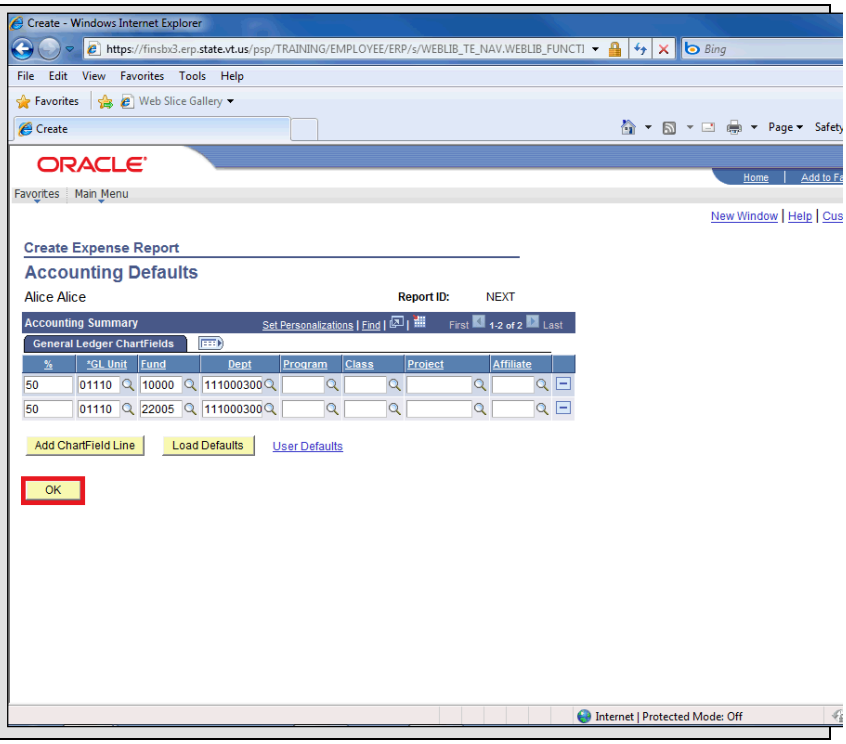
Step	Action
2.	**NOTE:** The GL unit should never be changed. To add another chartfield line, Click the **Add Chartfield Line** button. Add ChartField Line



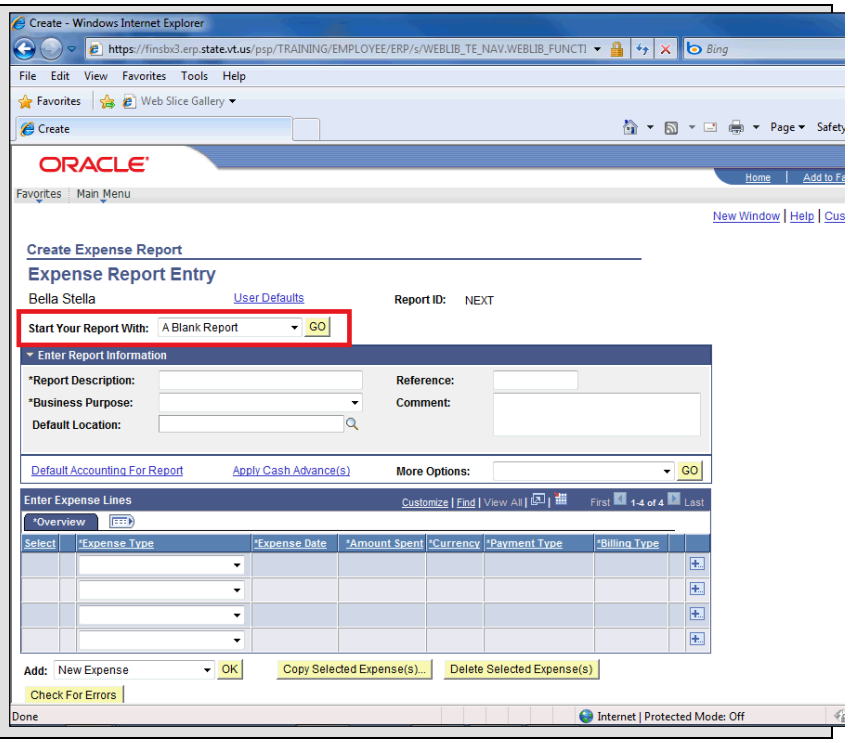
Step	Action
3.	Update the percentage and chartfield information for the first line
Step	**Action**
4.	Update the percentage and chartfield information for the second line

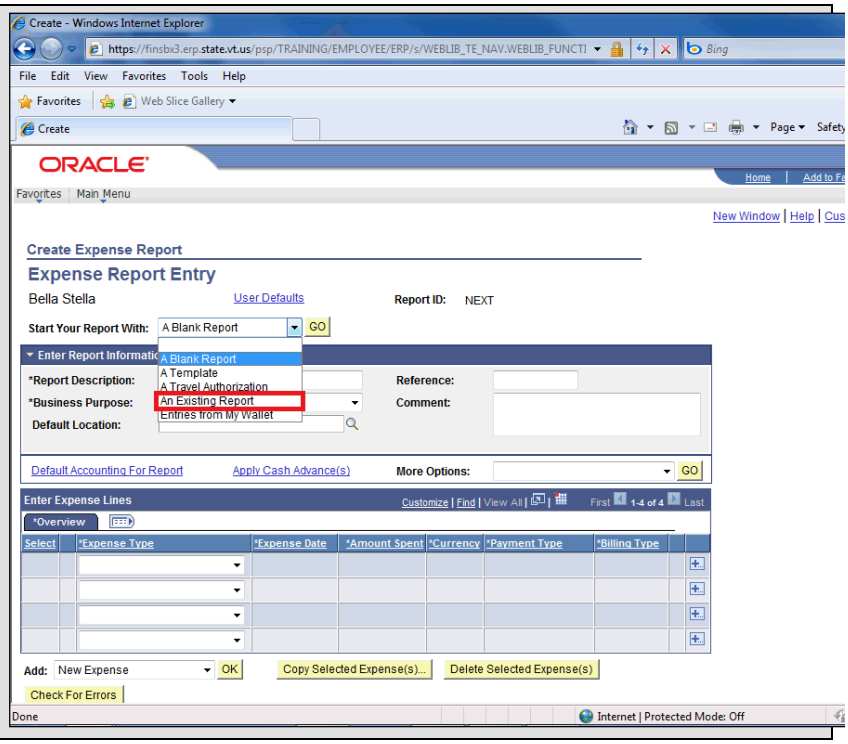


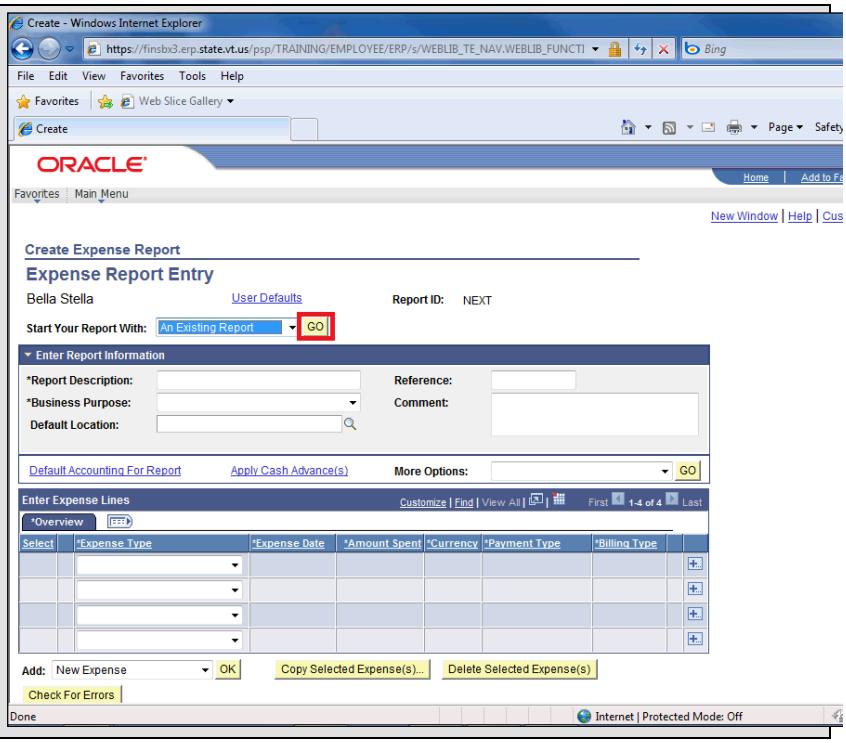
Step	Action
5.	Click the **OK** button. OK

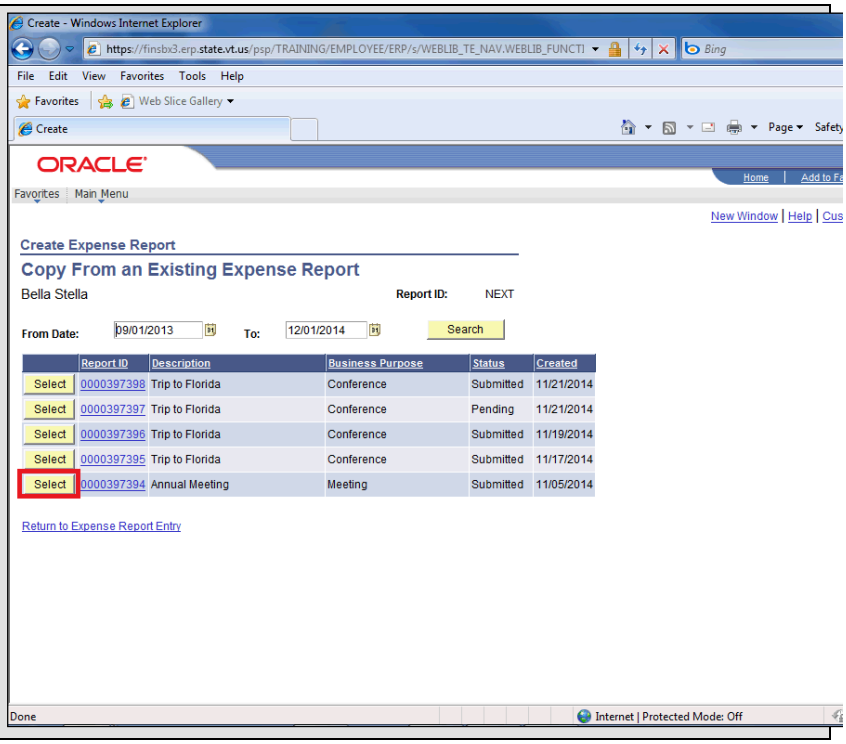


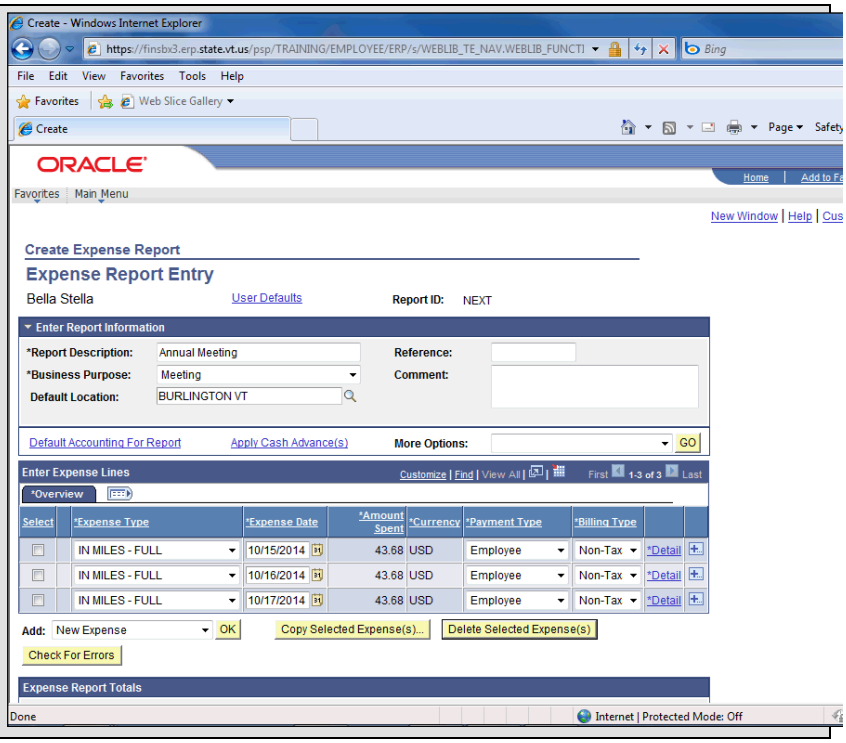
Copy an Expense report / Start from Existing Report

Step	Action	
1.	Starting a report from an existing report will copy forward the information from a prior report. This can save time when entering expenses. **Reminder:** If a Travel Authorization was created for the trip, the report must be started from the Travel Authorization. Click the **Start Your Report With** list. A Blank Report	

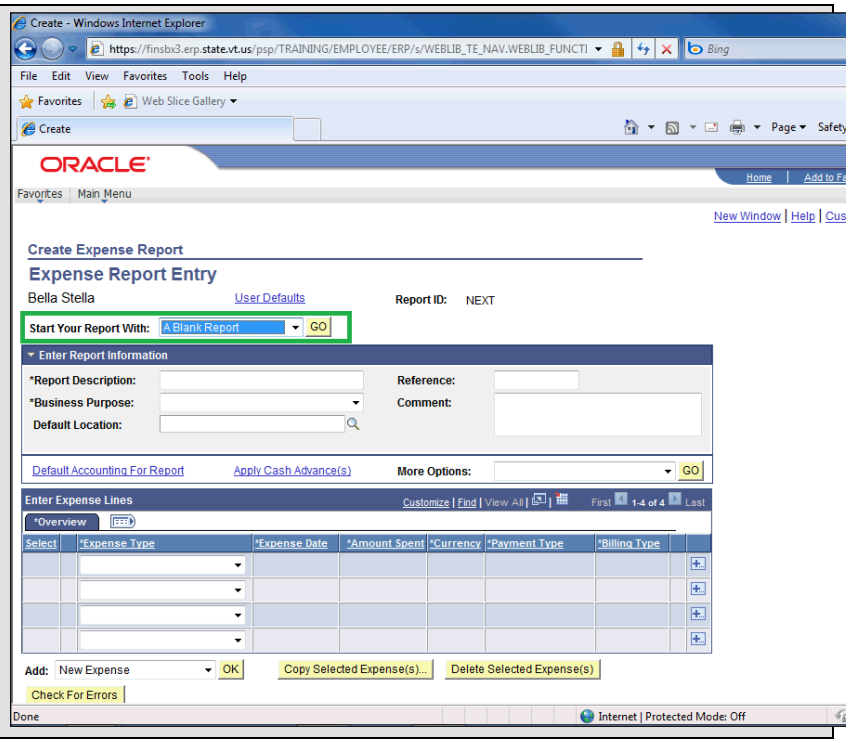
Step	Action	
2.	Click the **An Existing Report** list item. An Existing Report	

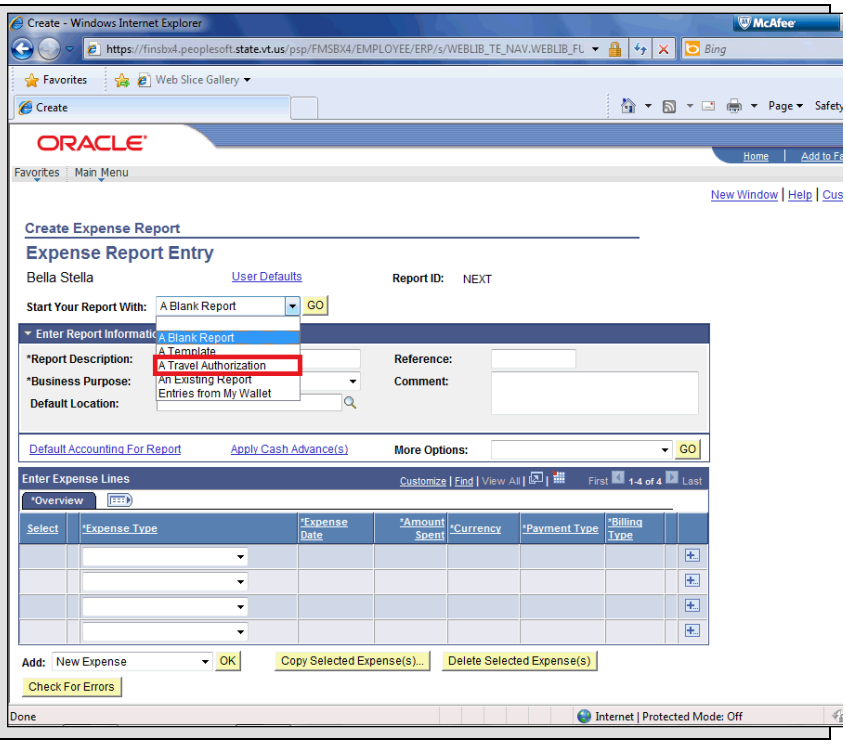
Step	Action	
3.	Click the **GO** button. GO	

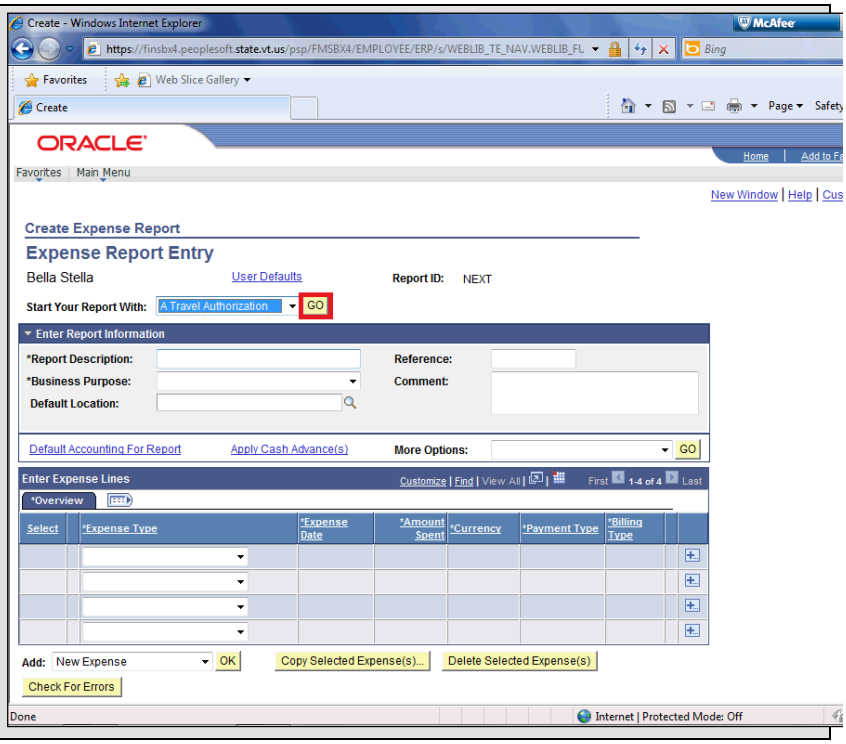
Step	Action	
4.	Click the **Select** button next to the report you want to start from. If you don't see the report you are looking for, it might be necessary to adjust the date range to include the report. Select	

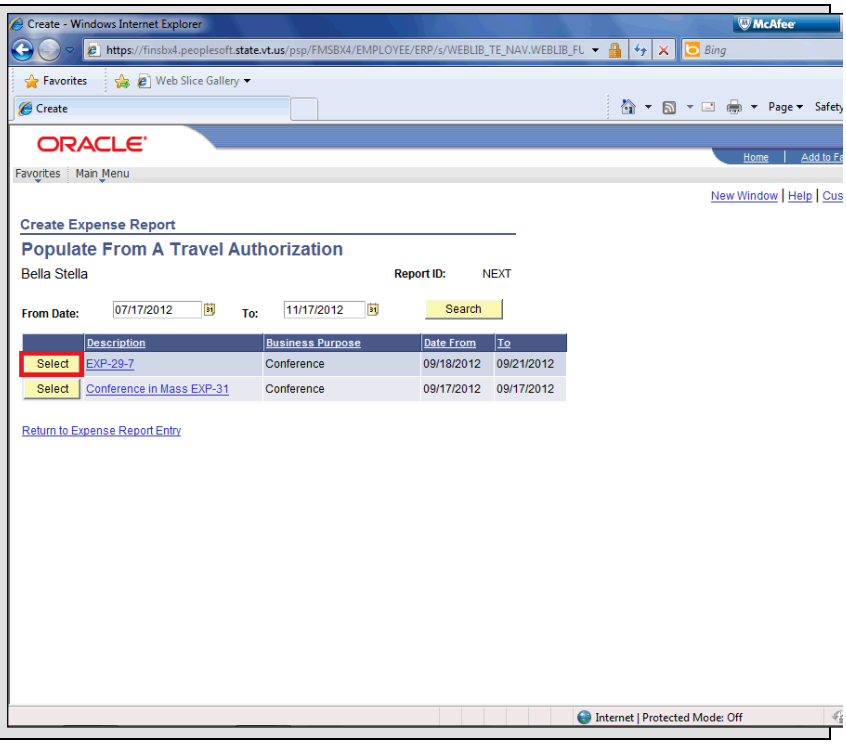
Step	Action	
5.	The information from the copied report will have carried forward and changes will need to be made to reflect the current expenses. **Reminder**: Saving frequently is important when entering expenses.	

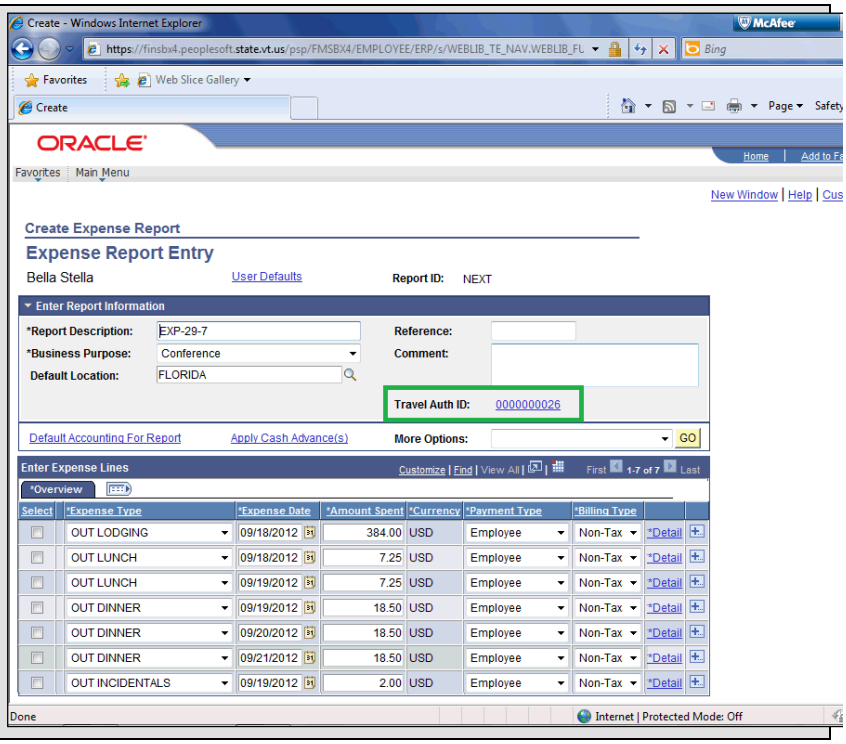
Start Expense Report from a Travel Authorization

Step	Action	
1.	When a Travel Authorization was created for a trip, the report must be started from the Travel Authorization. Click the **Start Your Report With** list. A Blank Report	

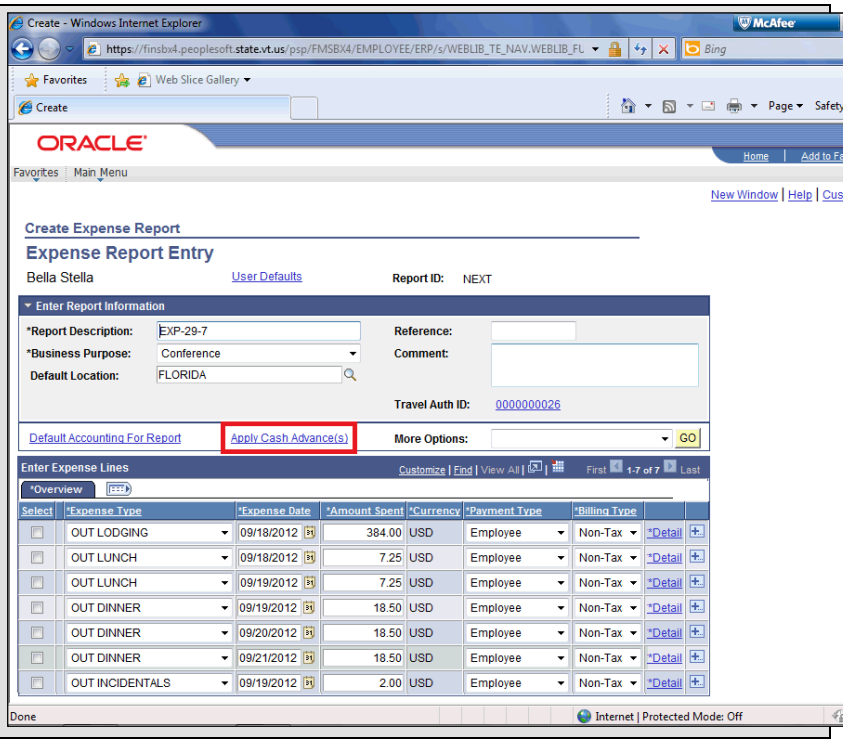
Step	Action	
2.	Click the **A Travel Authorization** list item. A Travel Authorization	

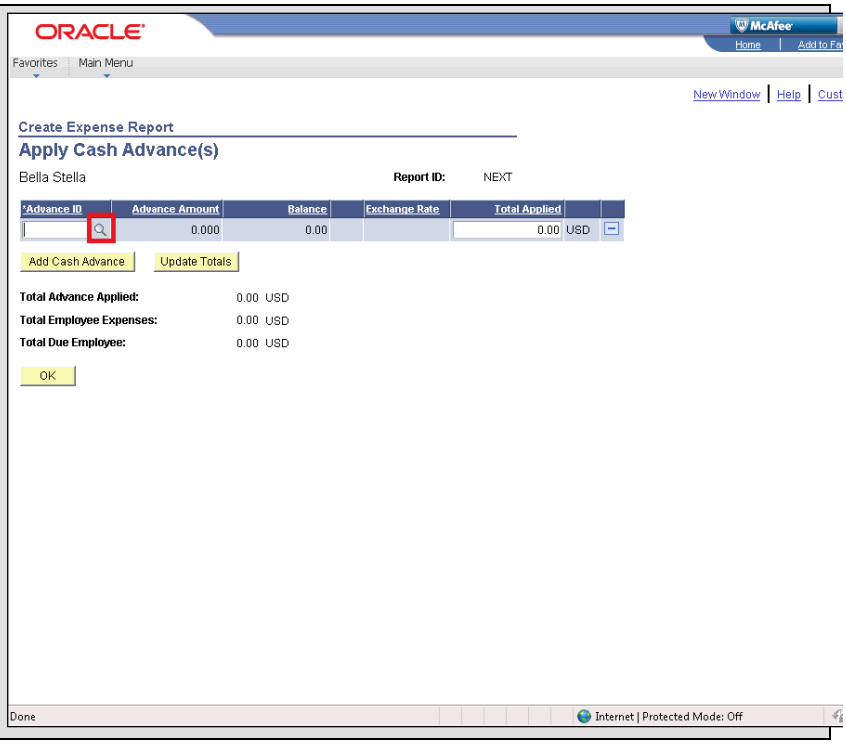
Step	Action	
3.	Click the **GO** button. GO	

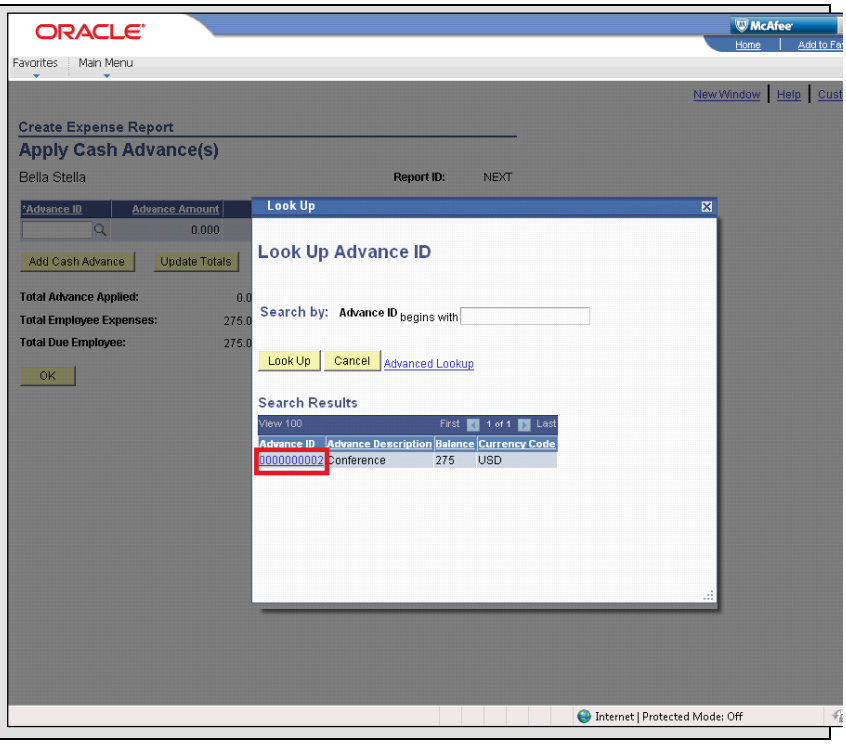
Step	Action	
4.	Click the **Select** button next to the Travel Authorization associated with this Expense Report. If you don't see the Travel Authorization you are looking for, it might be necessary to adjust the date range to include the Travel Authorization. Select	

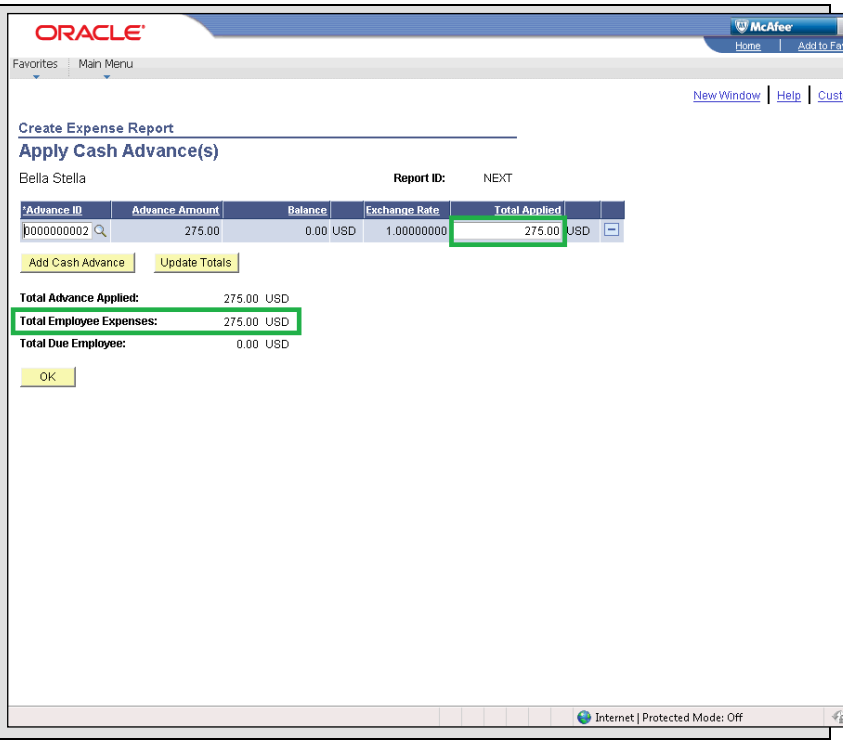
Step	Action	
5.	The Travel Auth ID appears in the bottom right corner of the Enter Report Information box. The Expense Report is populated with the data from the Travel Authorization. **NOTE:** It is best to save for later and then make any necessary changes.	

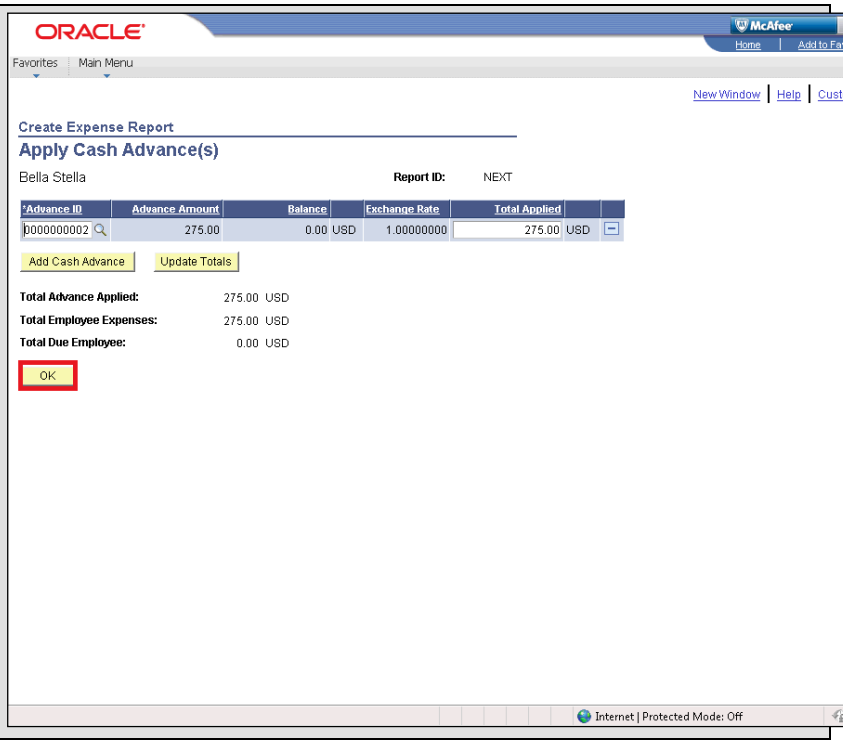
Apply a Cash Advance

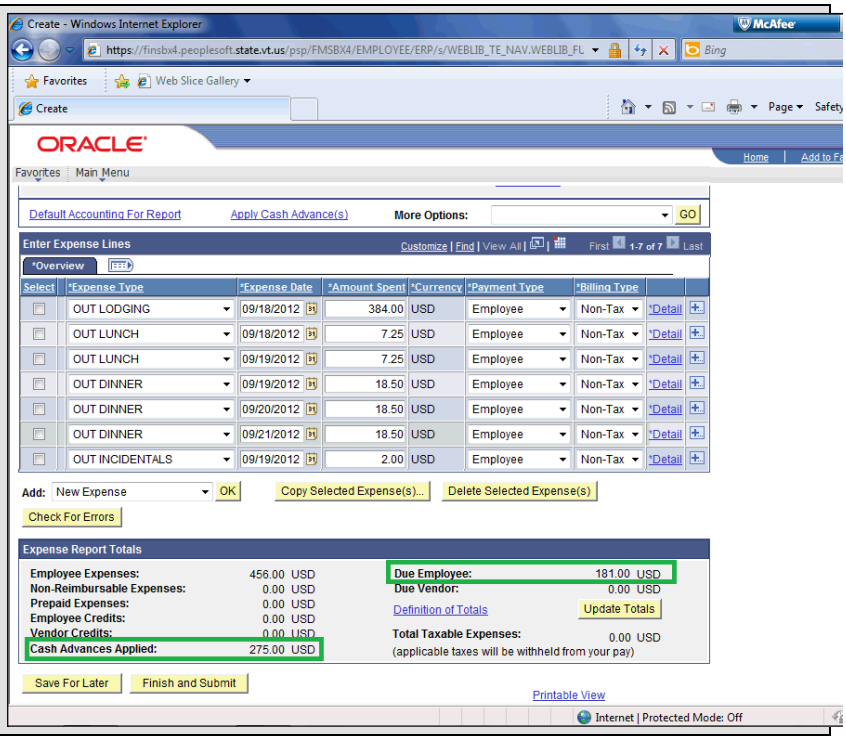
Step	Action	
1.	To choose a cash advance to apply, Click the **Apply Cash Advance** link Apply Cash Advance(s)	

Step	Action	
2.	Click the **Look up Advance ID** button.	

Step	Action	
3.	Select the Cash Advance that was created from the Travel Authorization that was populated to the Expense Report	

Step	Action	
4.	To apply a lower amount, enter that amount in the Total Applied field. The amount applied can't be more than the Total Employee Expenses or the cash advance amount. **NOTE:** See your department Expense Coordinator if you still have a balance on the cash advance after it is applied.	

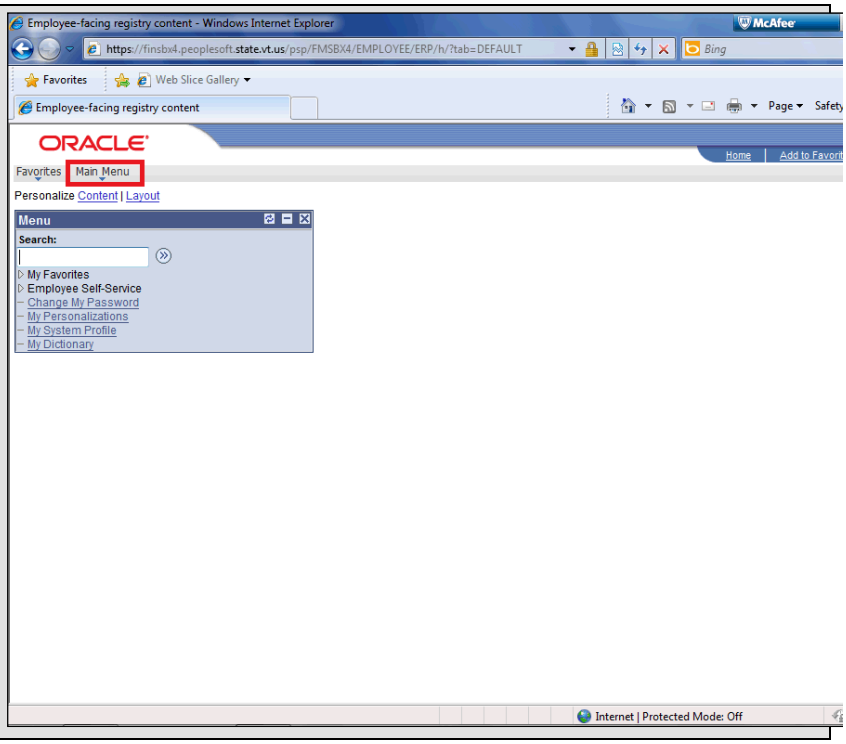
Step	Action	
5.	Click the **OK** button. OK	

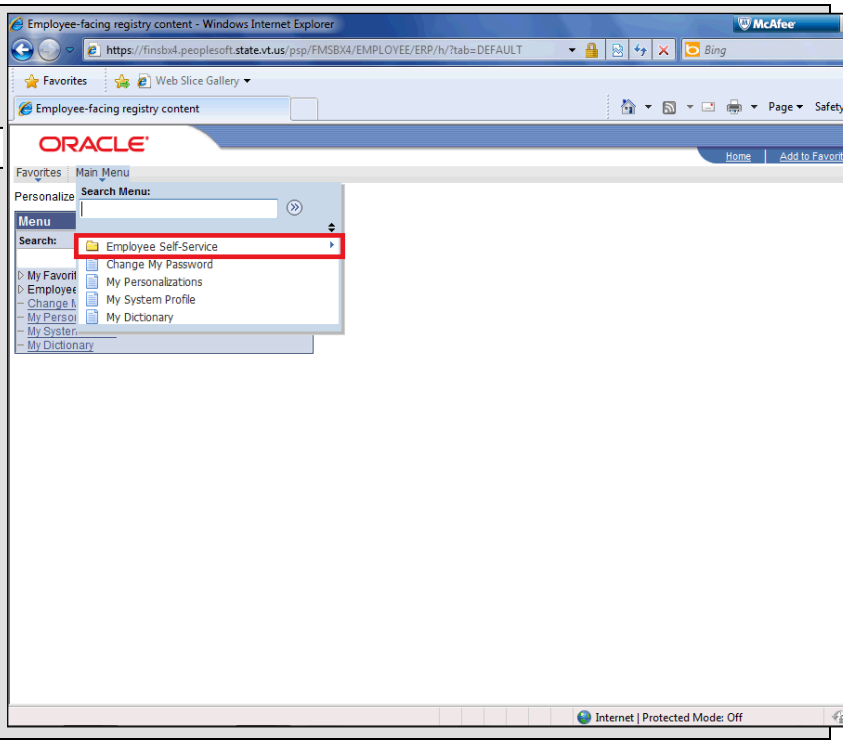
Step	Action	
6.	The Expense Report totals are updated to reflect the cash advance amount applied and the total that is due to the employee.	

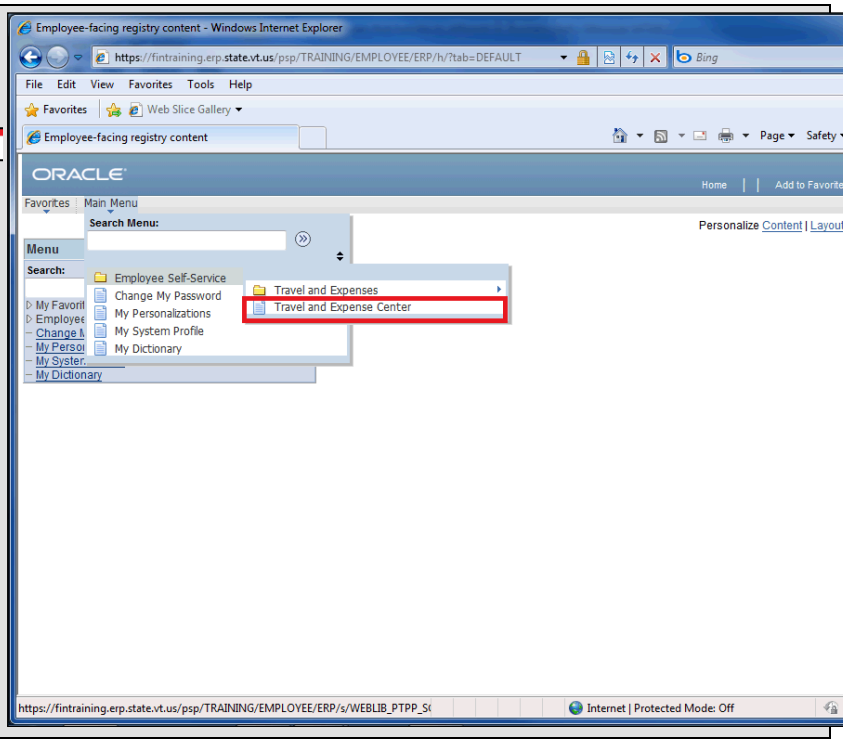
Modify an Expense Report

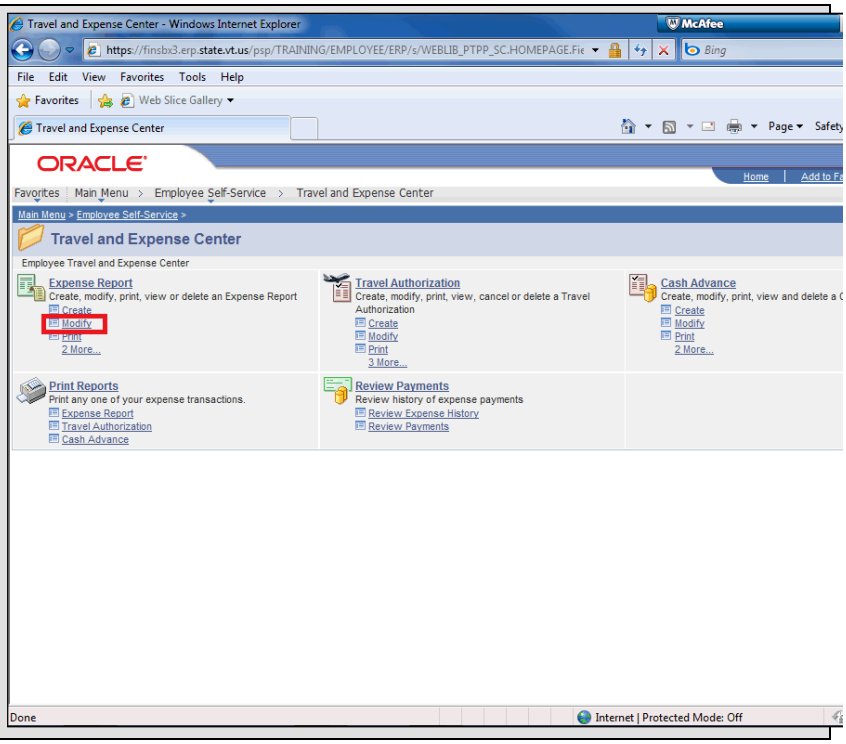
An Expense Report can be modified if it has been saved for later or sent back for revision.

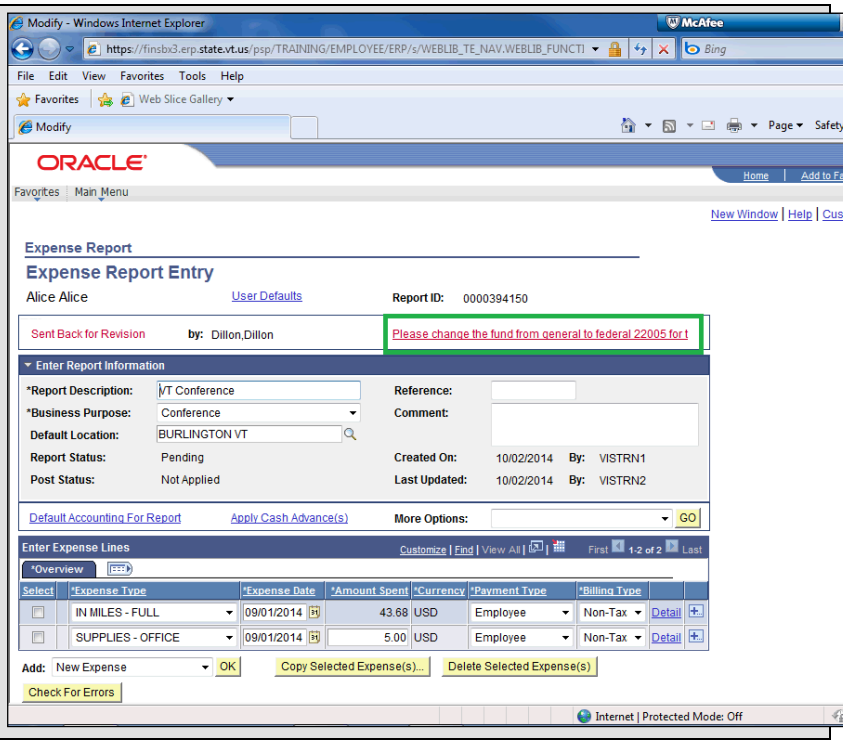
Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Expense Reports.

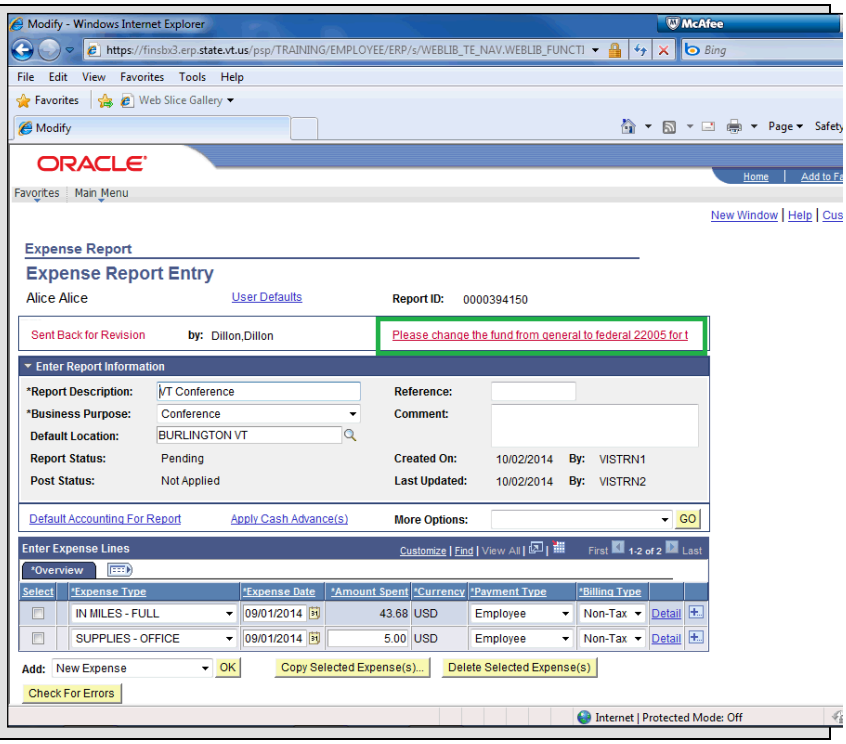
Step	Action	
1.	Click the **Main Menu** button. 	

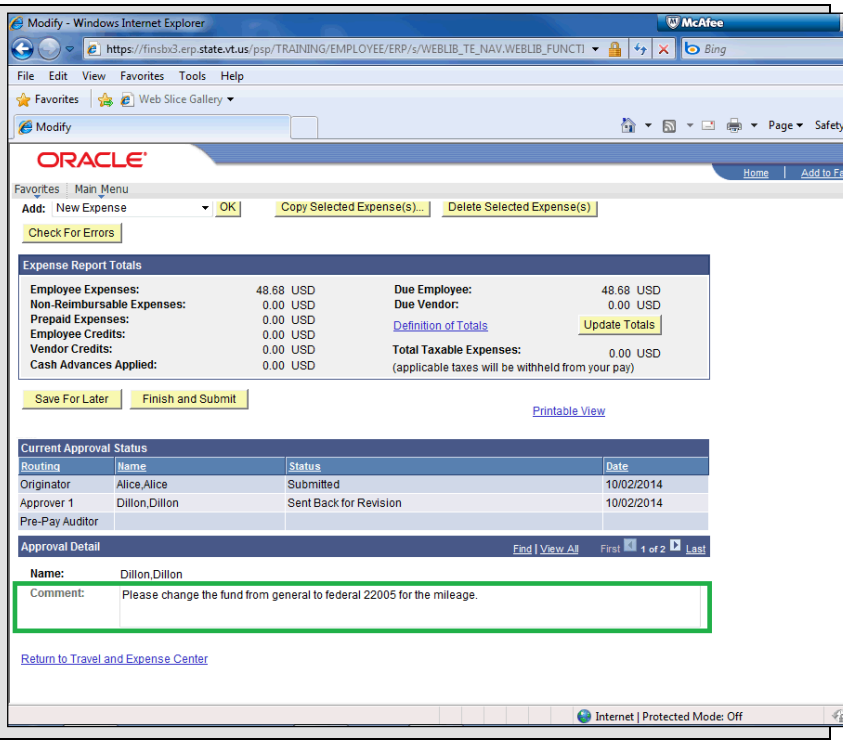
Step	Action	
2.	Click the **Employee Self-Service** menu. 	

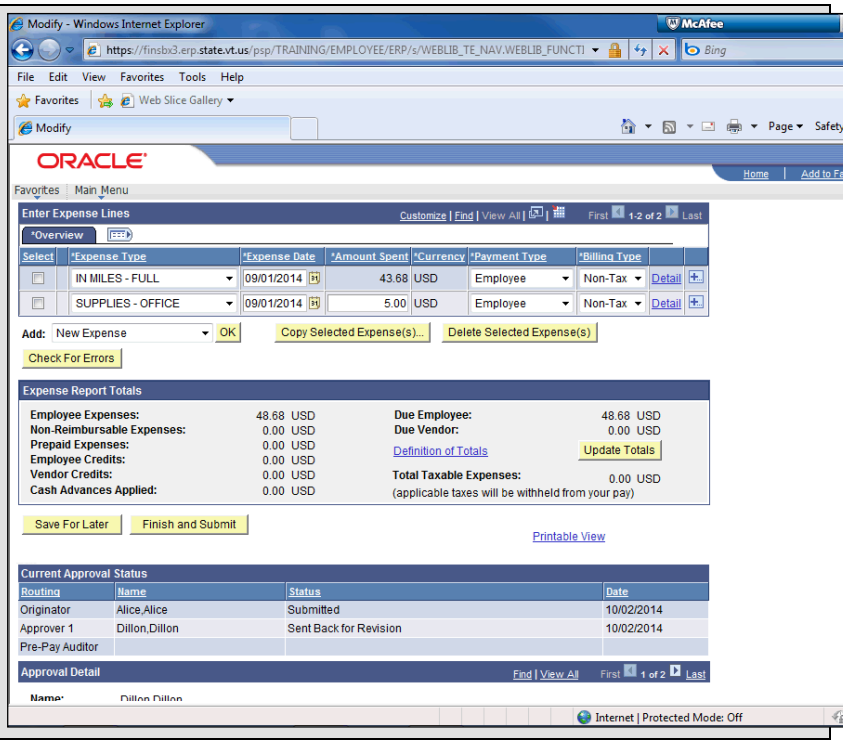
Step	Action	
3.	Click the **Travel and Expense Center** menu. 	

Step	Action	
4.	Under the Expense Report menu, Click the **Modify** link. 	

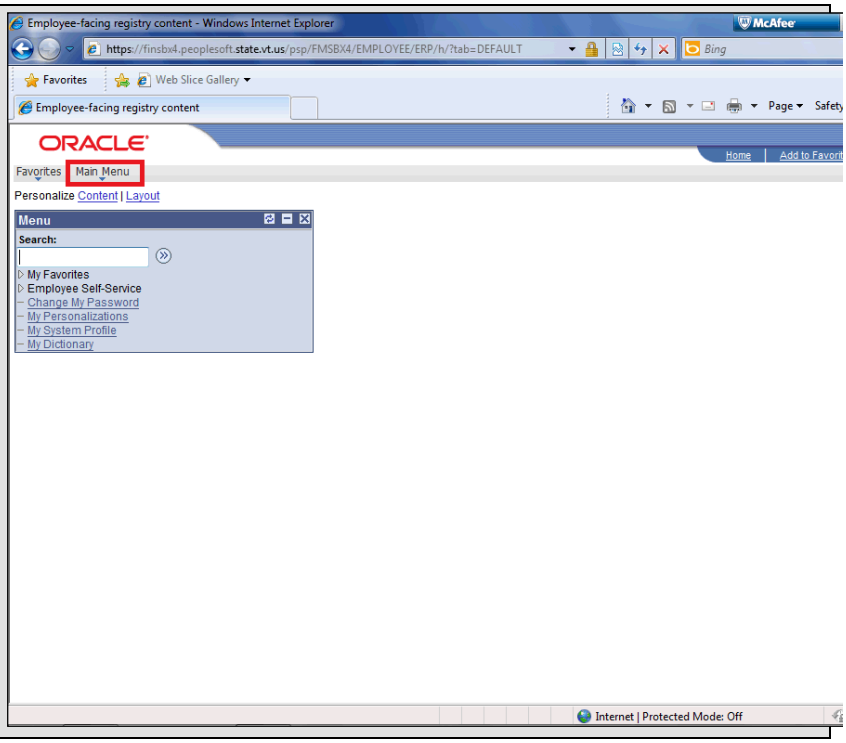
Step	Action	
5.	If there is more than one report in the "pending" status, you will need to choose the report you wish to make adjustments to. For this example there was only one pending report so it brought us right into the report.	

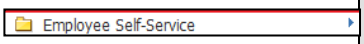
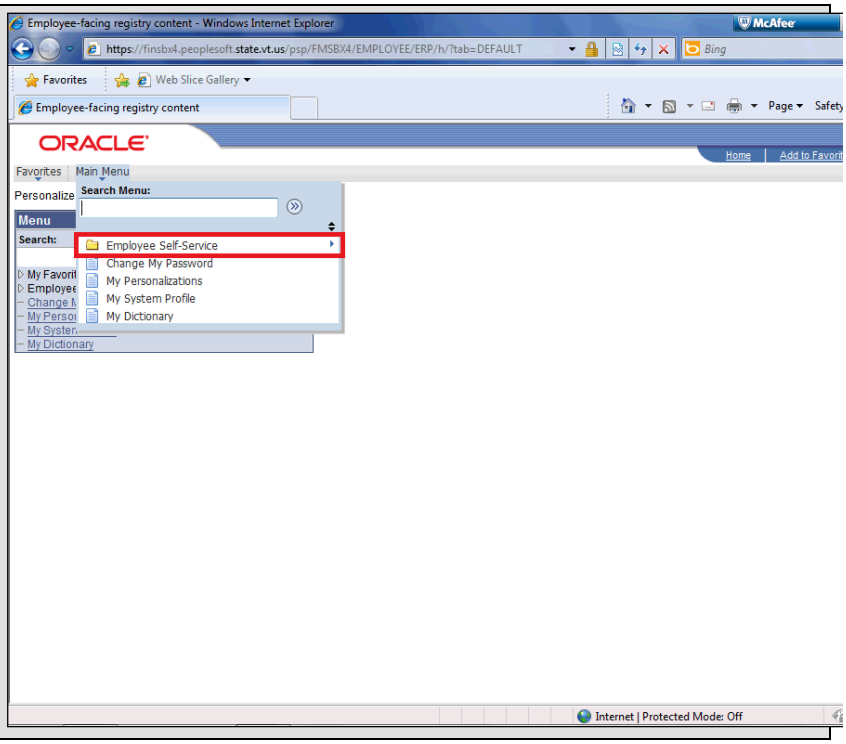
Step	Action	
6.	A comment is required when sending a report back for revision and it will show part of the comment at the top of the report. To see the entire comment, Click the **Comment** link.	

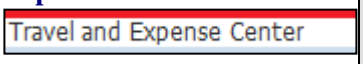
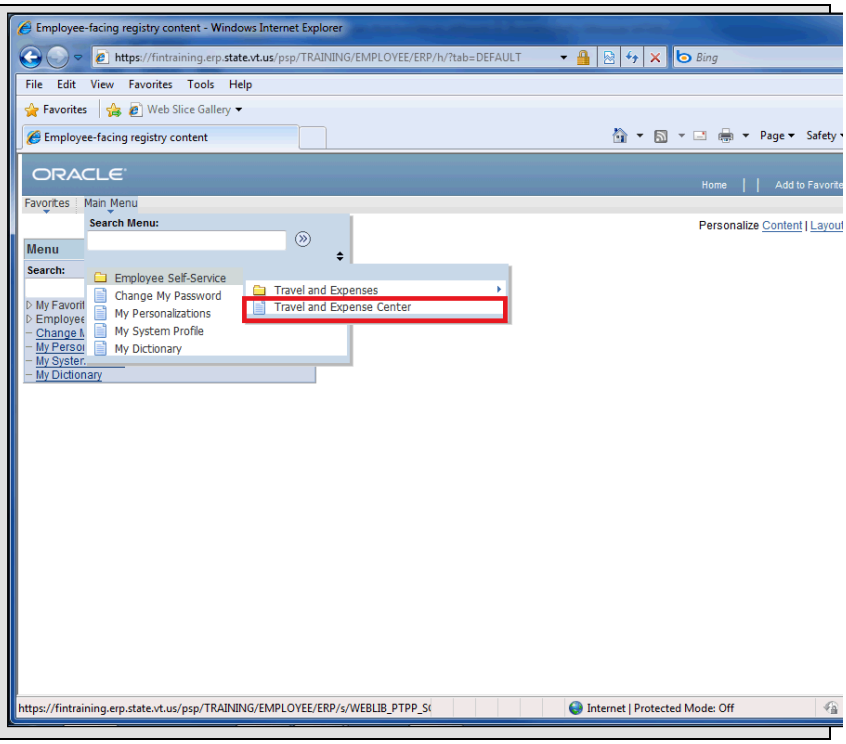
Step	Action	
7.	Review the comment to see what changes need to be made to the report.	

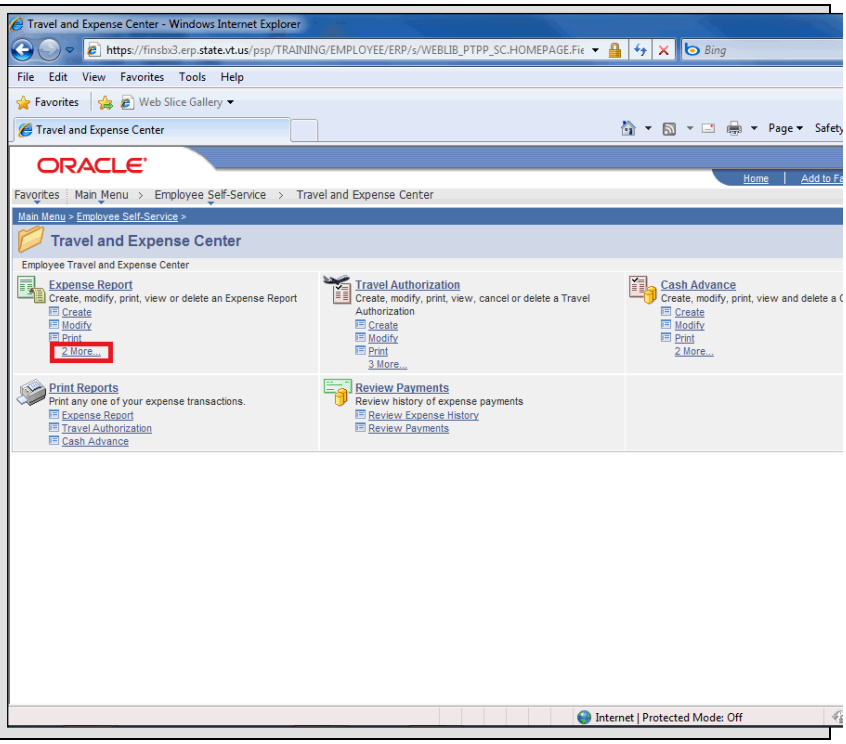
Step	Action	
8.	Changes can be made to the expense report like you would if you were entering the report. See entering expenses for more instruction. If an expense type needs to be changed, the line will need to be deleted and reentered with the correct expense type.	

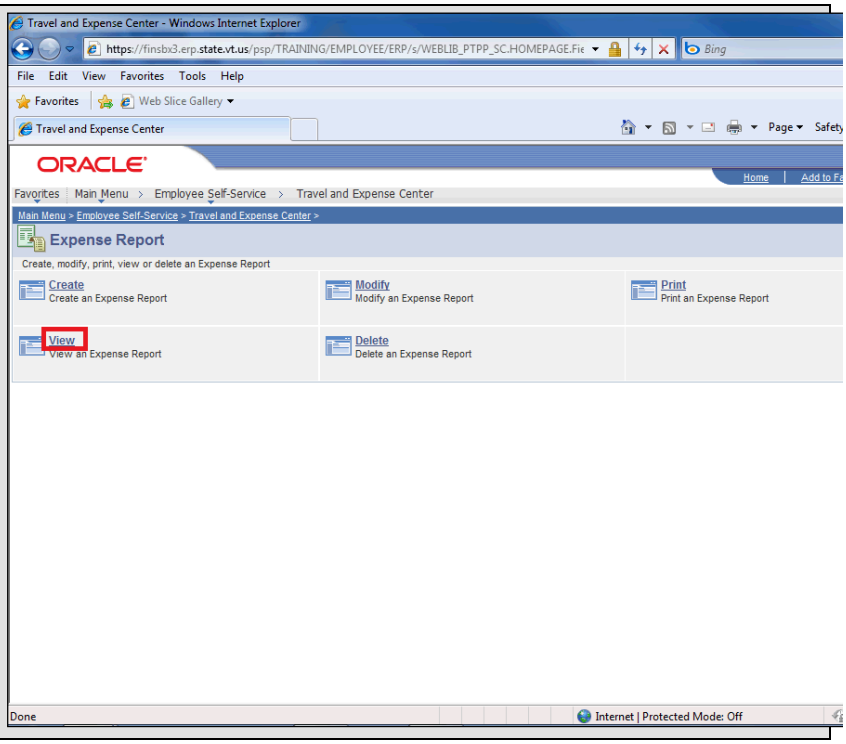
View Expense Reports

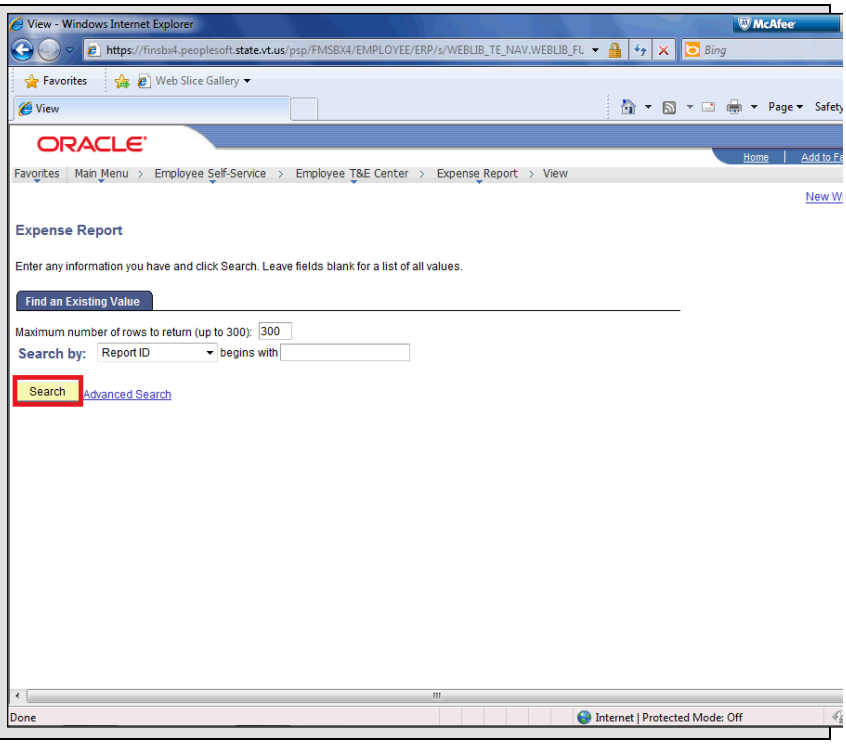
Step	Action	
1.	Click the **Main Menu** button. 	

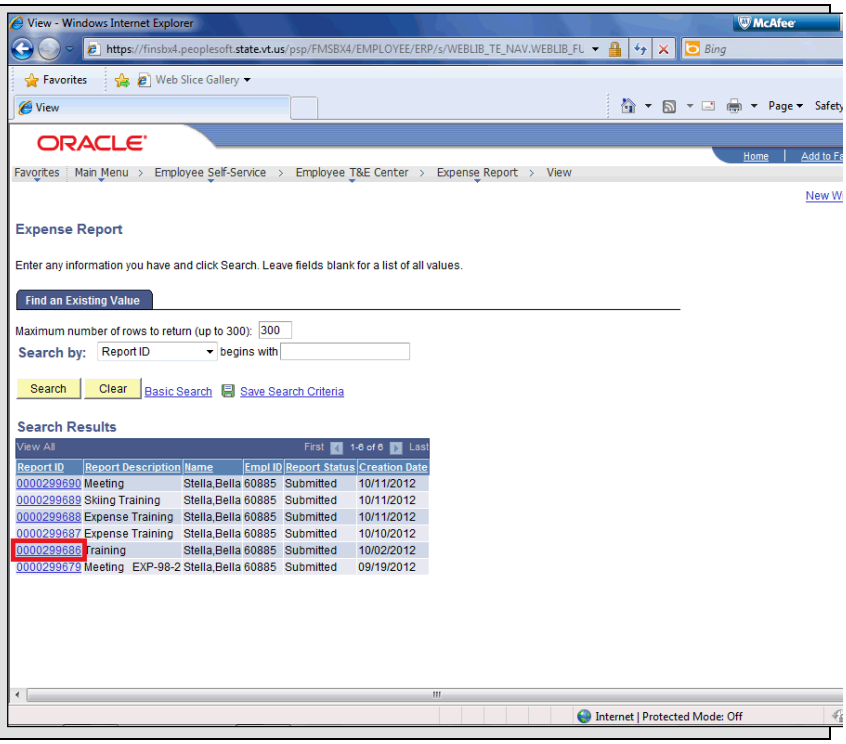
Step	Action	
2.	Click on **Employee Self-Service.** 	

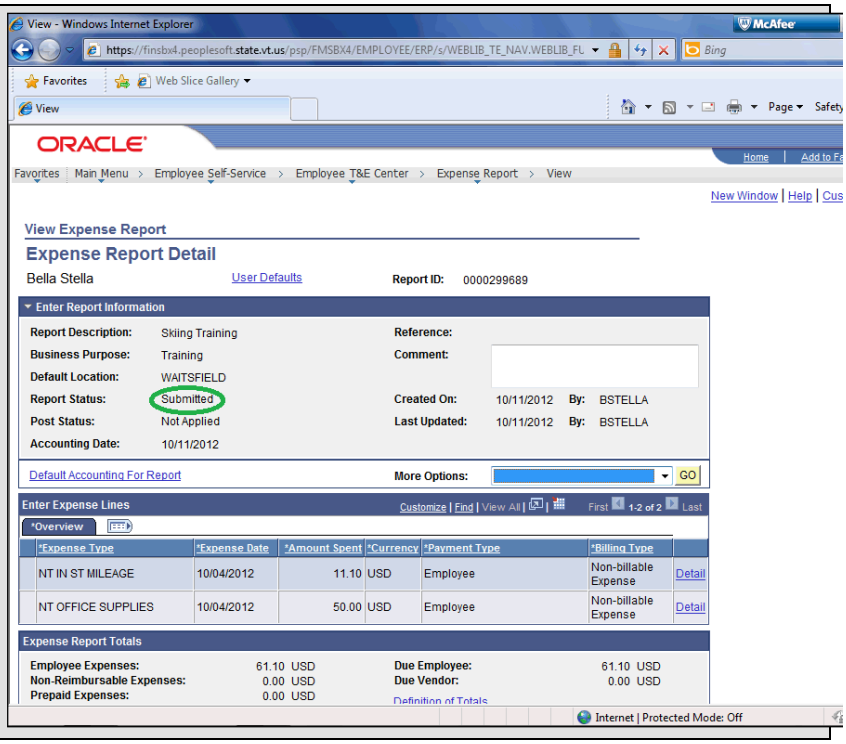
Step	Action	
3.	Click the **Travel and Expense Center** link. 	

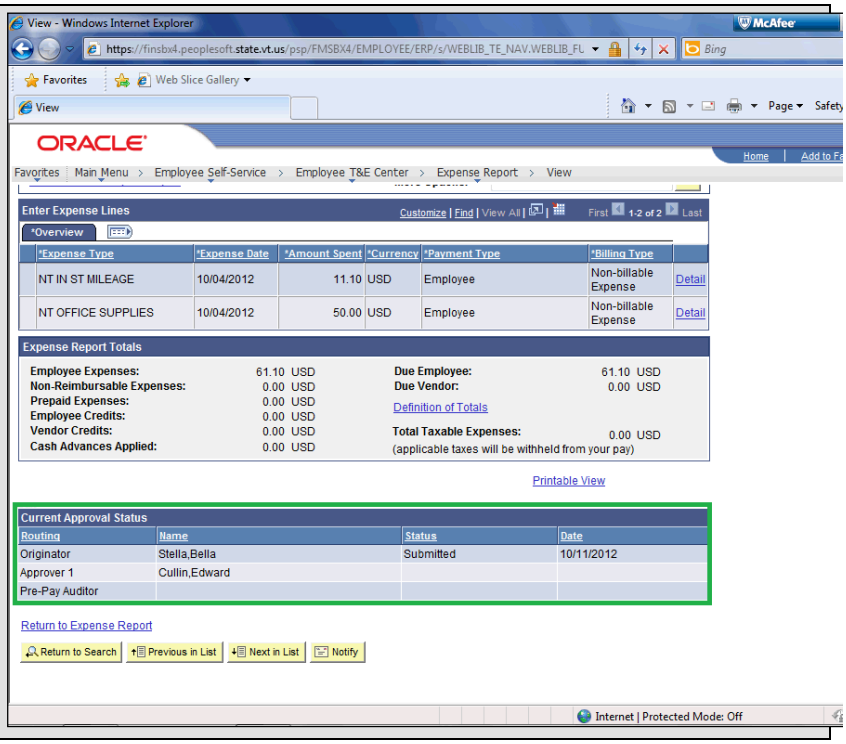
Step	Action	
4.	Click the **2 More...** link. 	

Step	Action	
5.	Click the **View** link. View	

Step	Action	
6.	If you know the expense report # it can be entered here. To view all expenses click the **Search** button. Search Note: The system will return a maximum of 300. If you have more than that amount the advanced search link next to the Search button can be used to narrow down to a date range.	

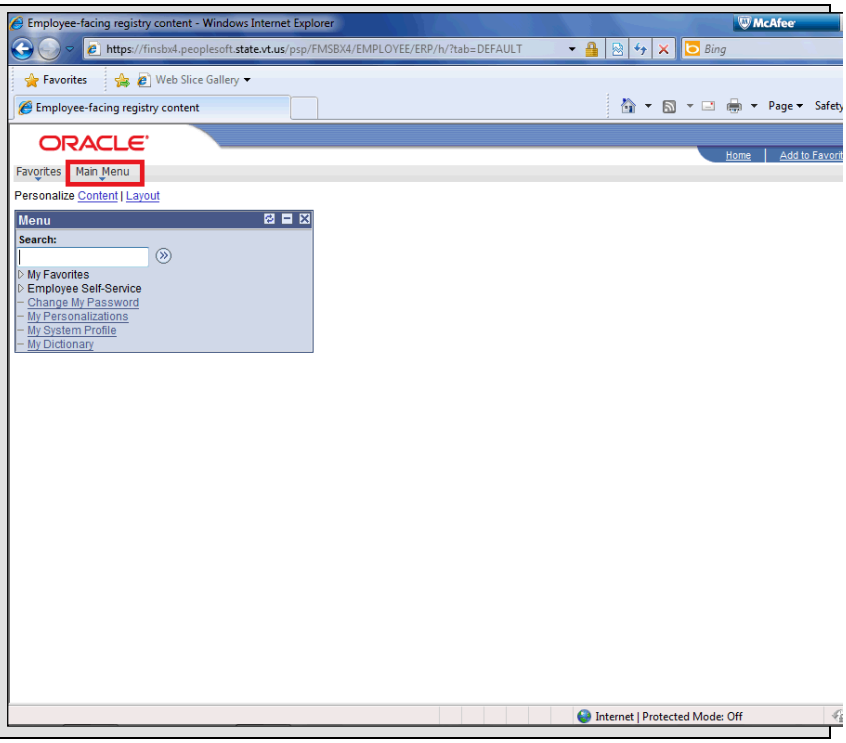
Step	Action	
7.	Select the Report Id you would like to view.	

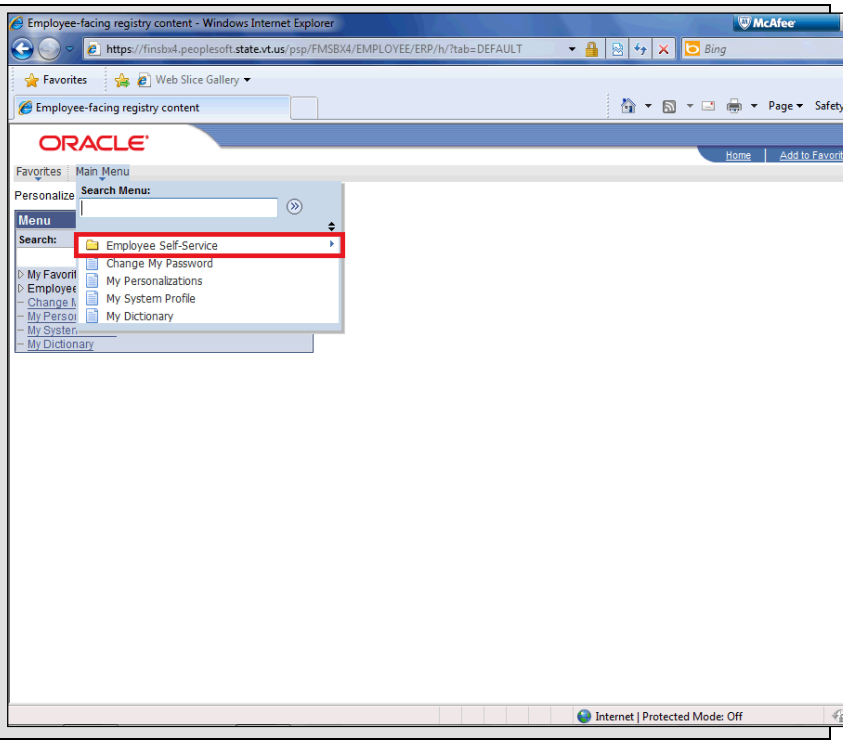
Step	Action	
8.	All fields will be grayed out when viewing a report. The report status will be located in the Enter Information Section.	

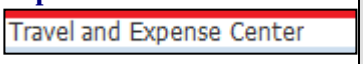
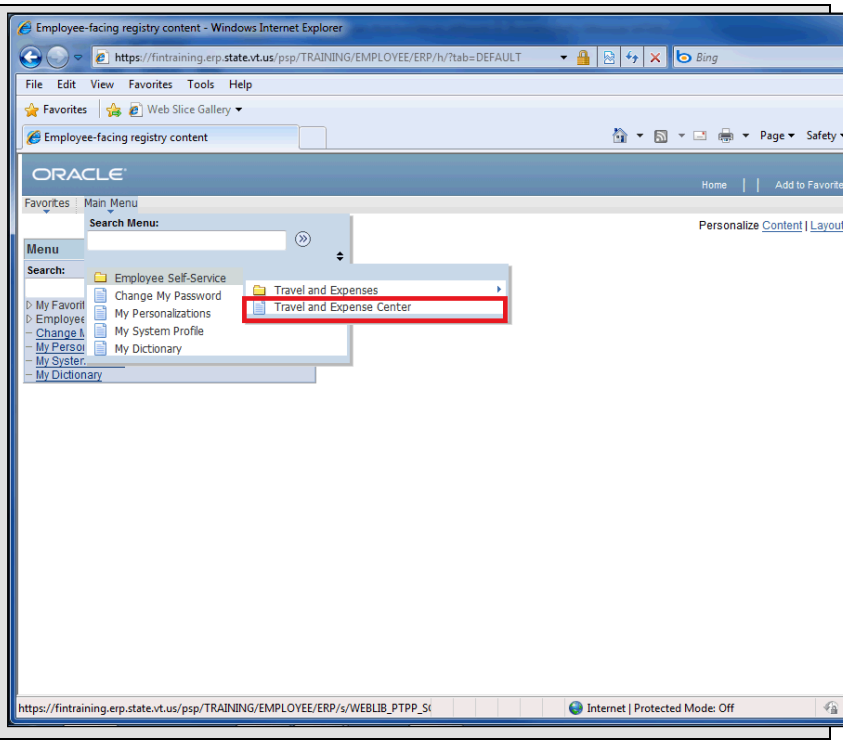
Step	Action	
9.	The Current Approval Status is toward the bottom of the screen and it shows the status date and the approver. In this example, the expense report has been submitted but the supervisor has not approved the expense report yet.	

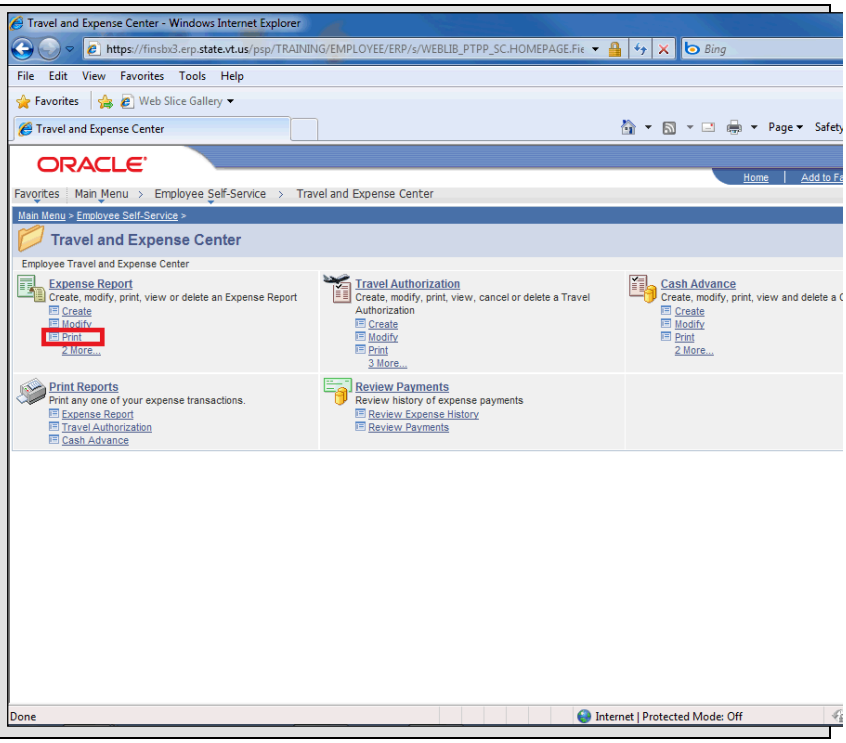
Print an Expense Report

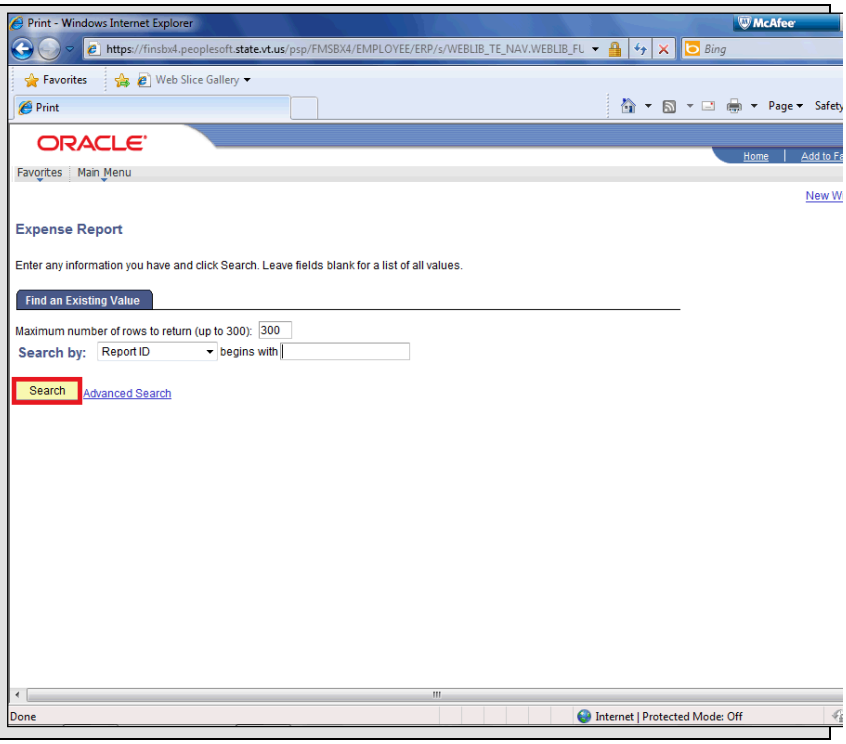
Expense reports are available to view in the system and it is not necessary to print them.

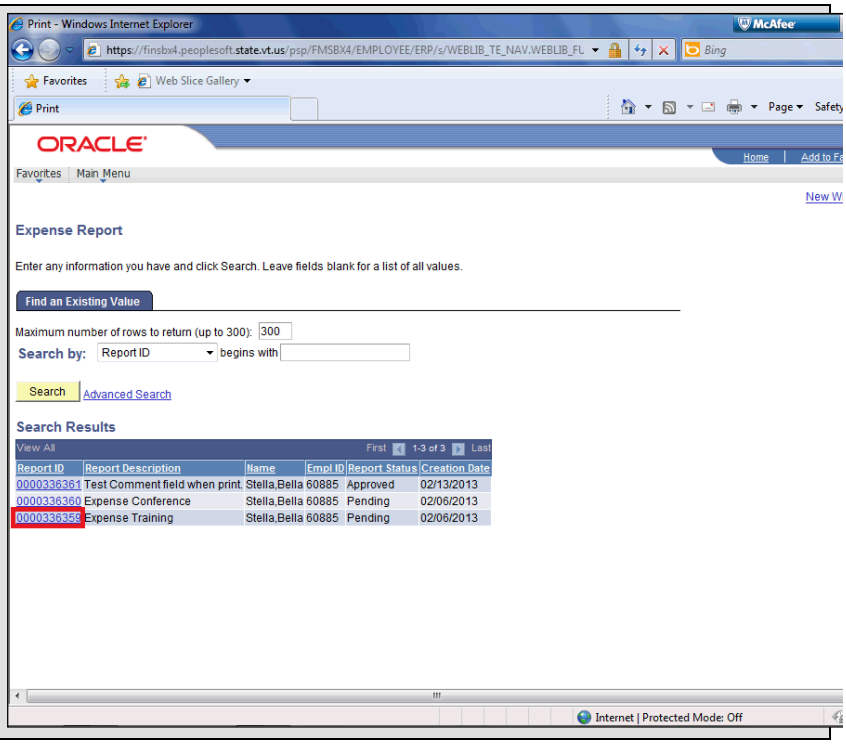
Step	Action	
1.	Click the **Main Menu** button. 	

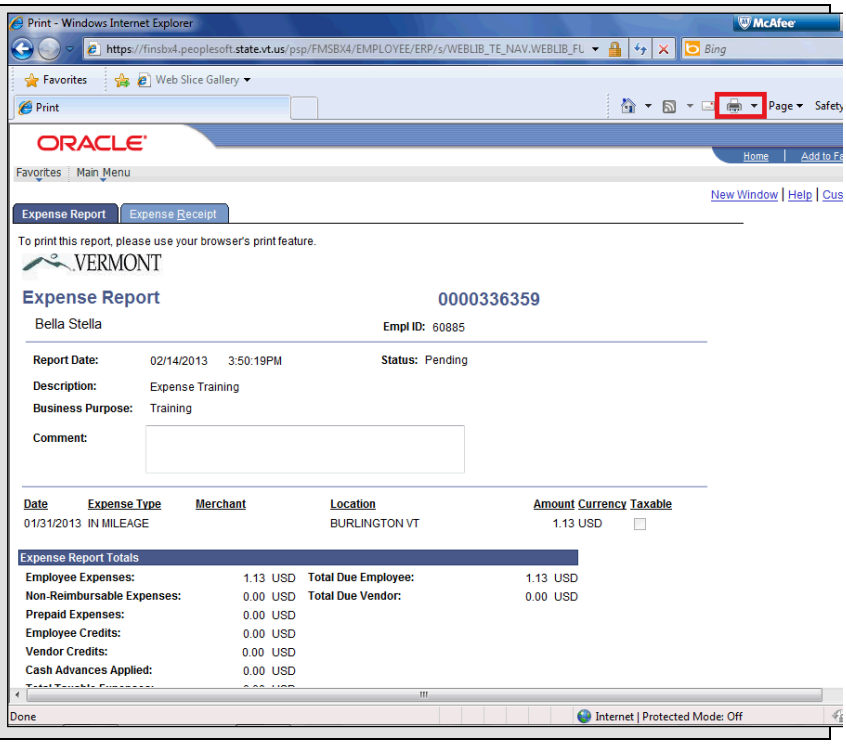
Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Expense Report menu Click the **Print** link. 	

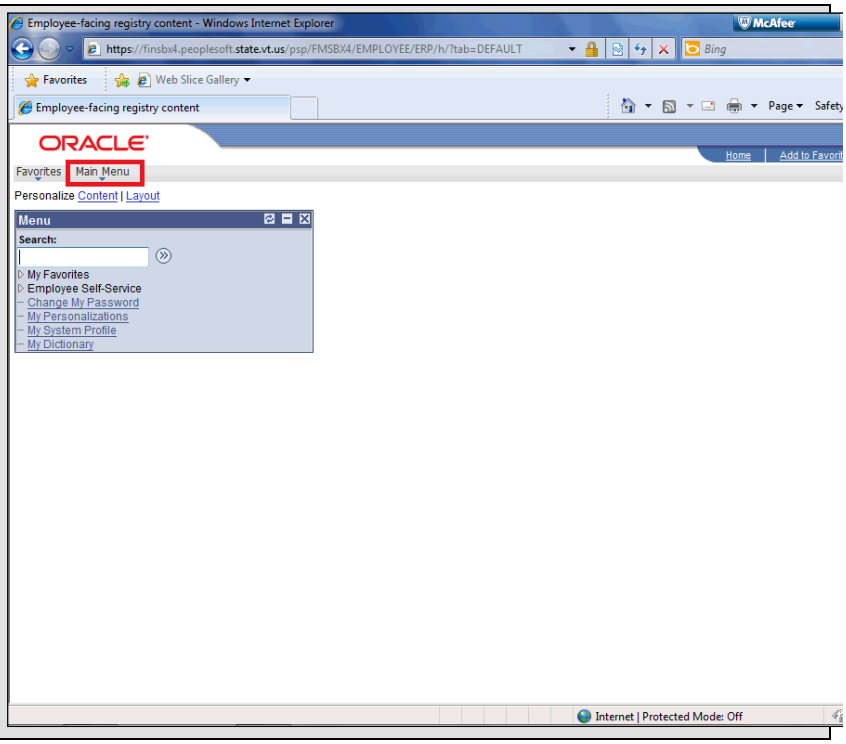
Step	Action	
5.	If you have a Report ID # that you want to print you can enter the number into the Report Id field or you can search to select. Click the **Search** button. 	

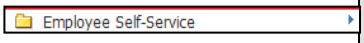
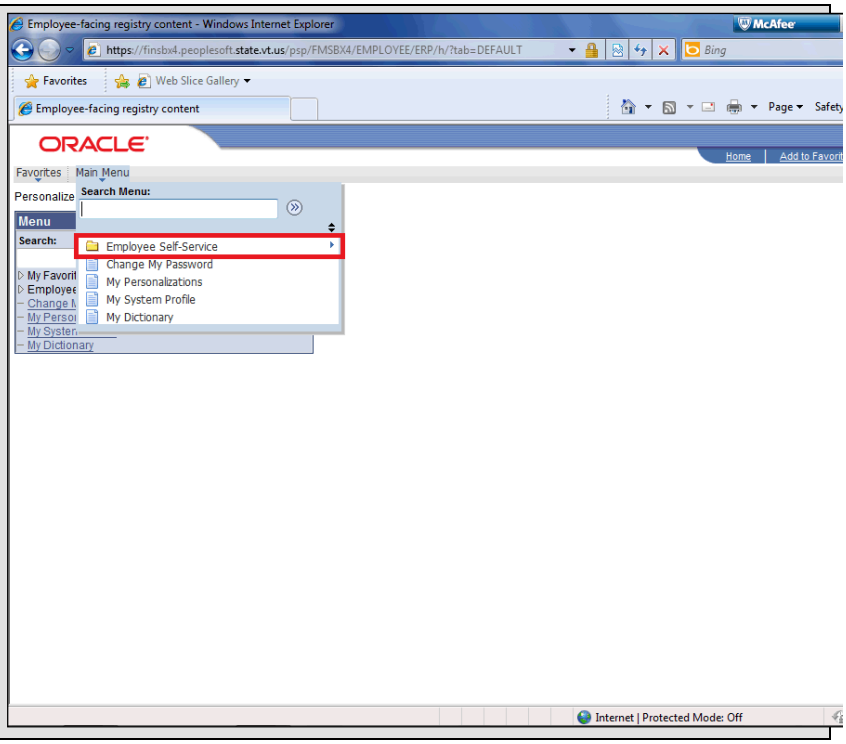
Step	Action	
6.	Select the report you want to print.	

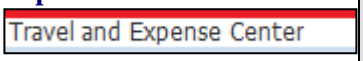
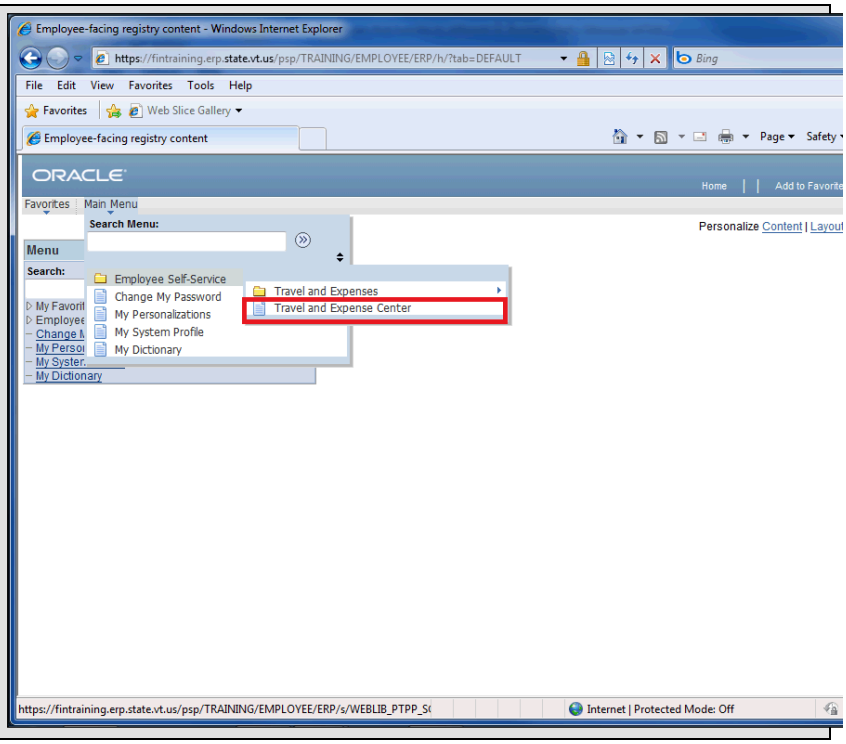
Step	Action	
7.	A printable version of the report will be available on the screen. Follow the instructions you currently use to print from your browser.	

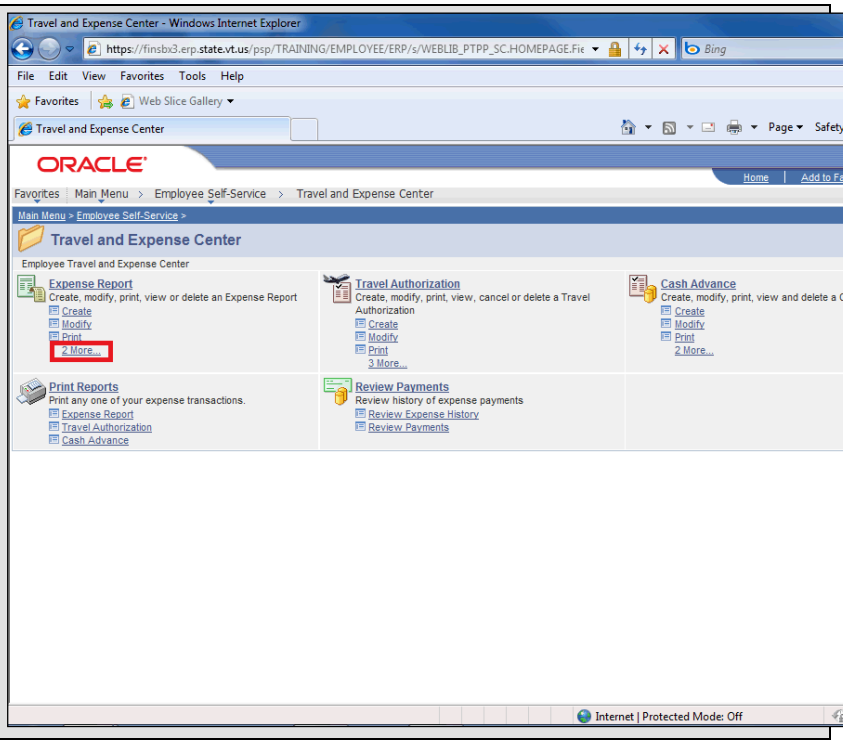
Delete an Expense Report

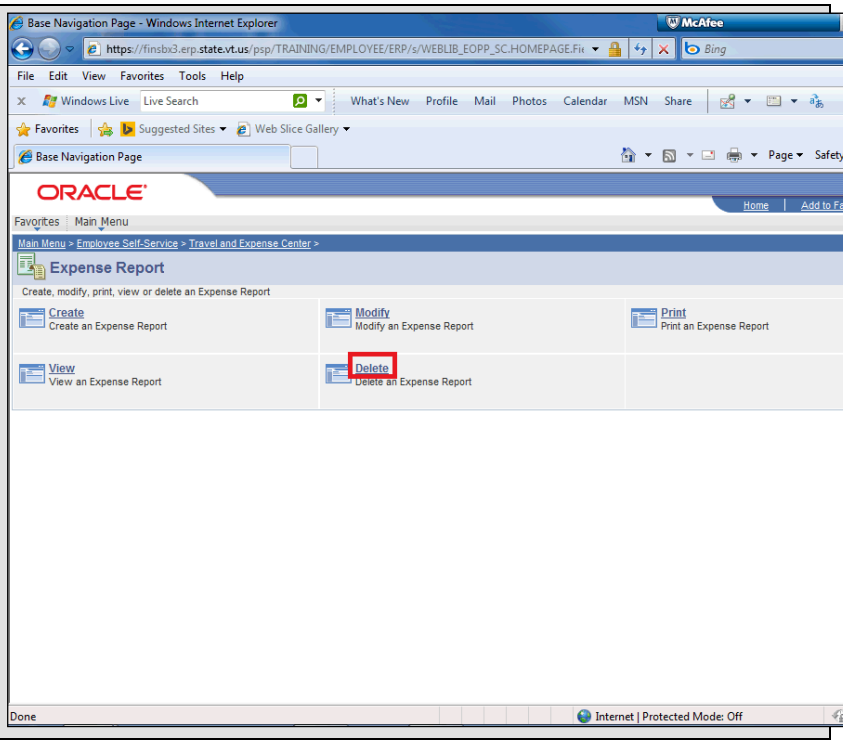
Expense reports can be deleted only when they are in a pending status. Expense Reports might need to be deleted when it is a duplicate, no longer needed, or not completed before month end closing.
Note: If the report is valid but needs to be deleted for month end closing, it can be copied and the old report can then be deleted.

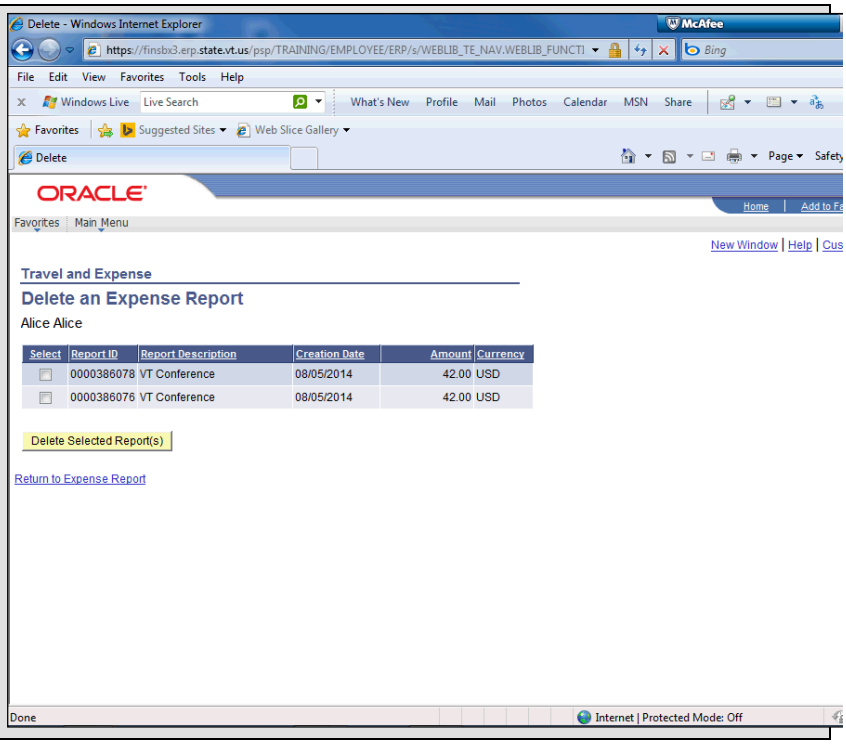
Step	Action	
1.	Click the **Main Menu** button. 	

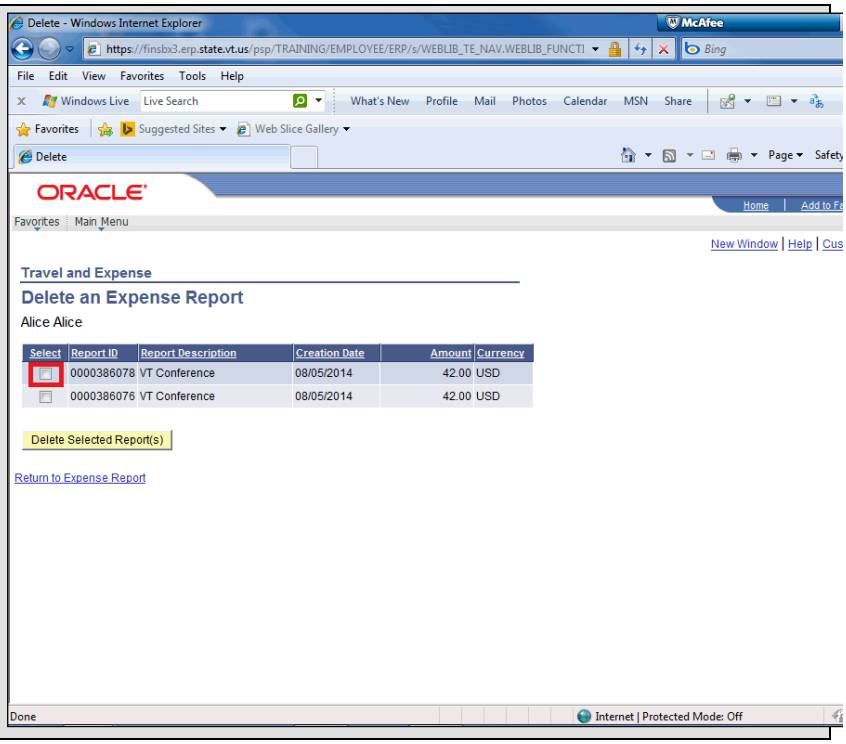
Step	Action	
2.	Click on **Employee Self-Service.** 	

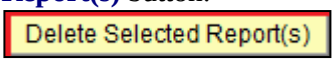
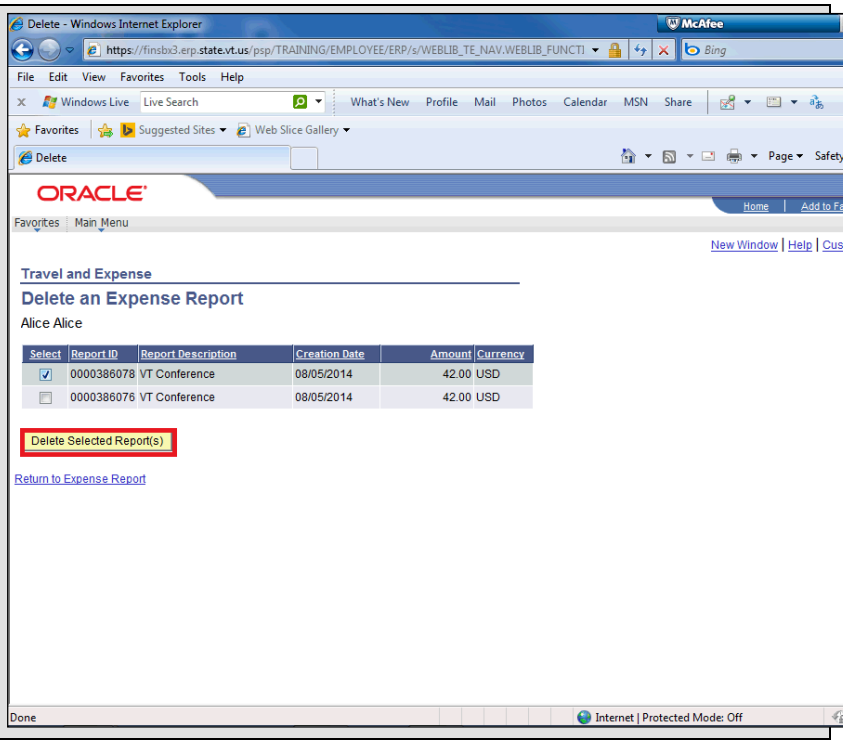
Step	Action	
3.	Click the **Travel and Expense Center** link. 	

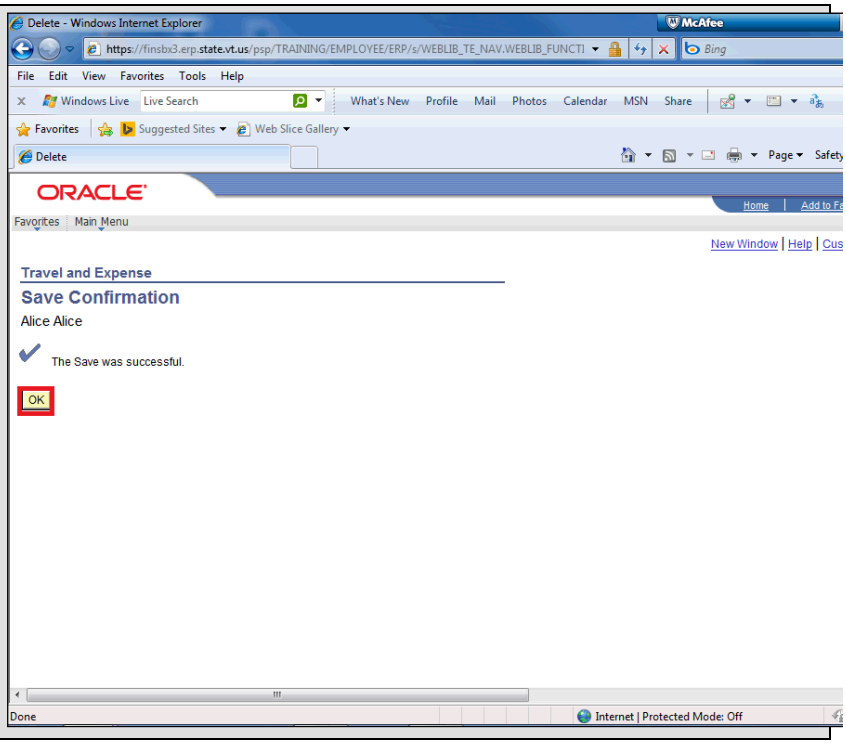
Step	Action	
4.	Click the **2 More...** link. 	

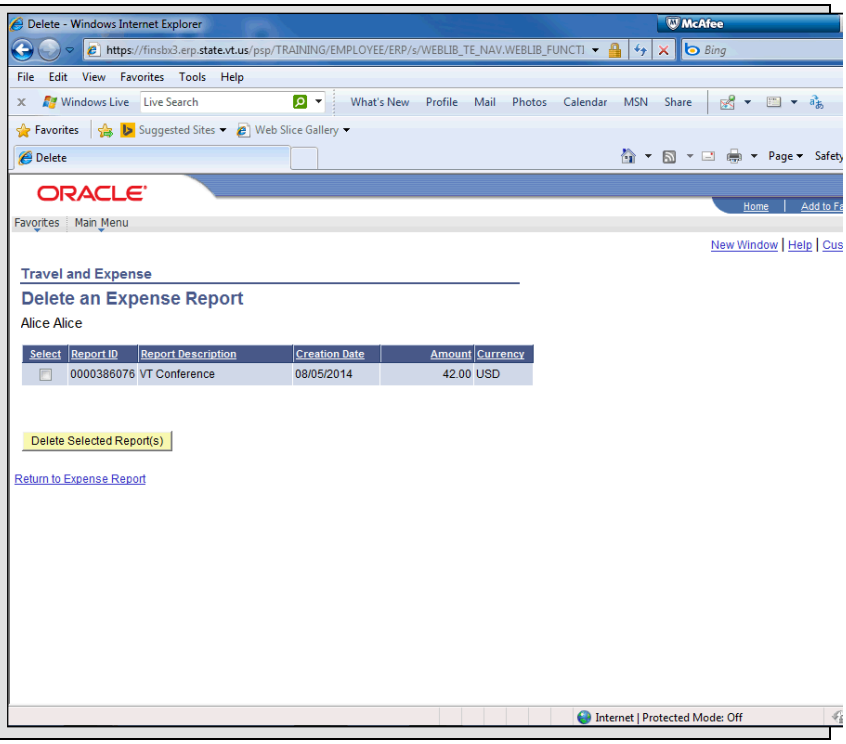
Step	Action	
5.	Click the **Delete** link. Delete	

Step	Action	
6.	Any report that is in a pending status will show up available to delete. If the report you are looking for isn't showing up, double check the status to confirm that it is pending.	

Step	Action	
7.	Select the report you want to delete, 	

Step	Action	
8.	Click the **Delete Selected Report(s)** button. 	

Step	Action	
9.	Click the **OK** button. OK	

Step	Action	
10.	The deleted expense report will no longer be available to view, modify, or print.	

TRAVEL AUTHORIZATIONS

Entering Travel Authorizations

CREATE Travel Authorization from Blank

Procedure

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Travel Authorizations.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.

2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct vendor payments should be used to minimize employee reimbursements.

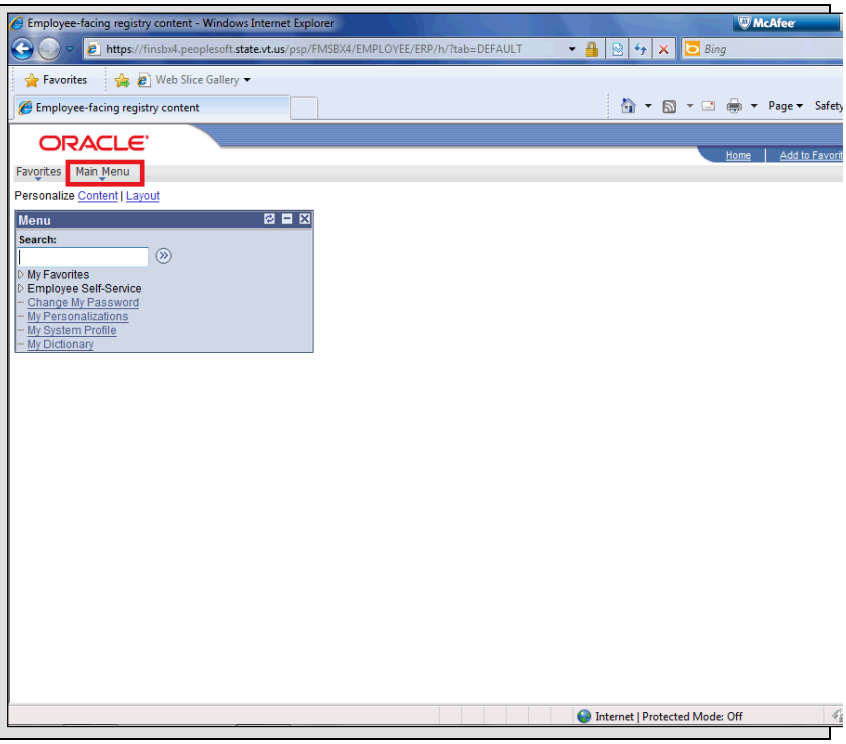
3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.

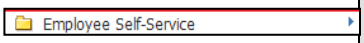
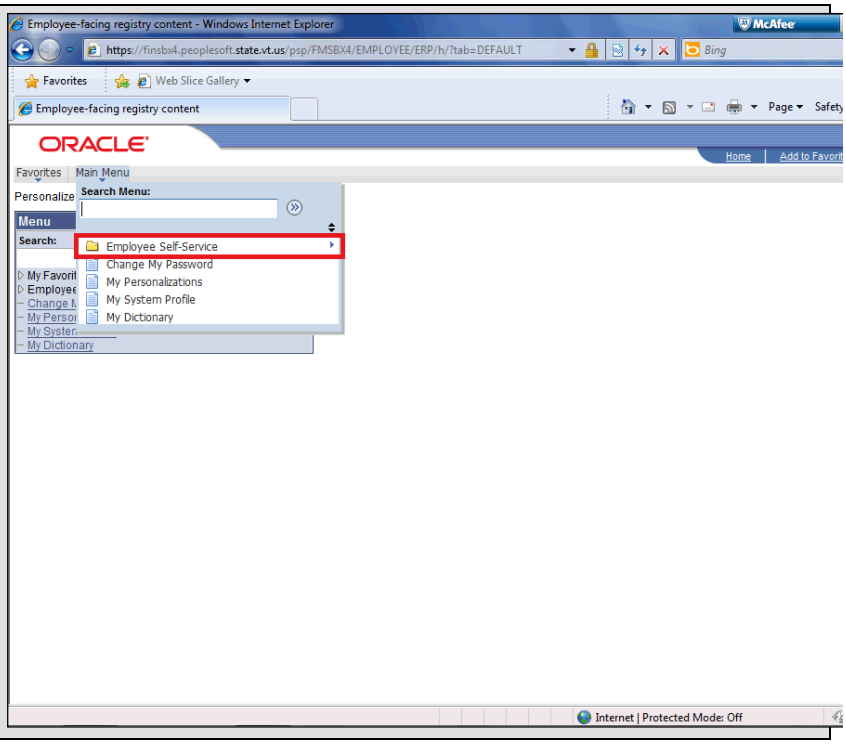
4. **Save for Later**- After every couple lines on your travel authorization, click the "Done" button to return to the Summary page and click the "Save for Later" button to prevent the "data inconsistent with database" error that will not allow you to save or submit.

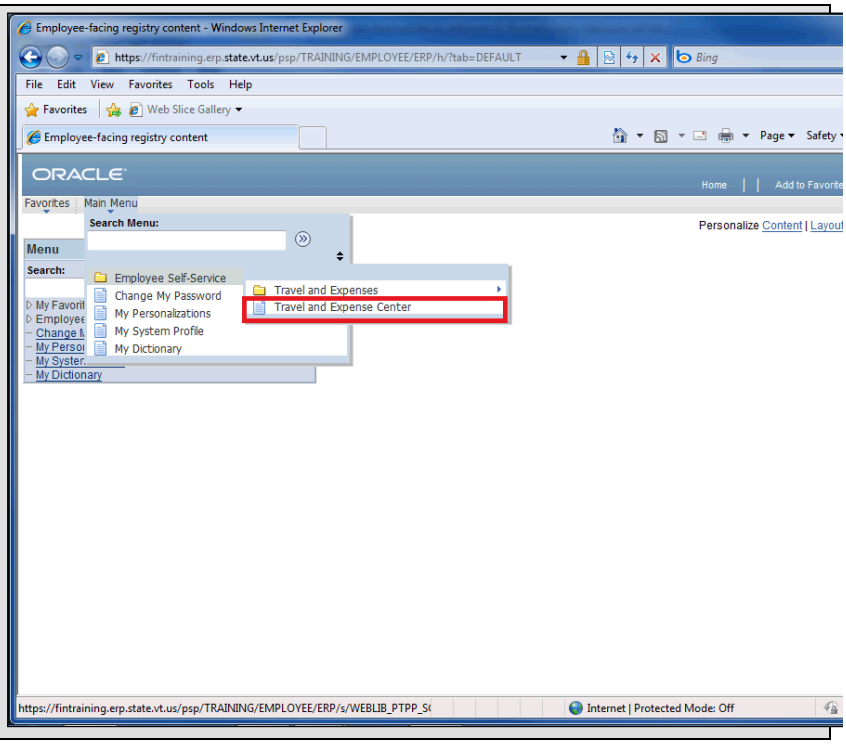
5. An approved **on-line Travel Authorization is required for all cash advance** requests.

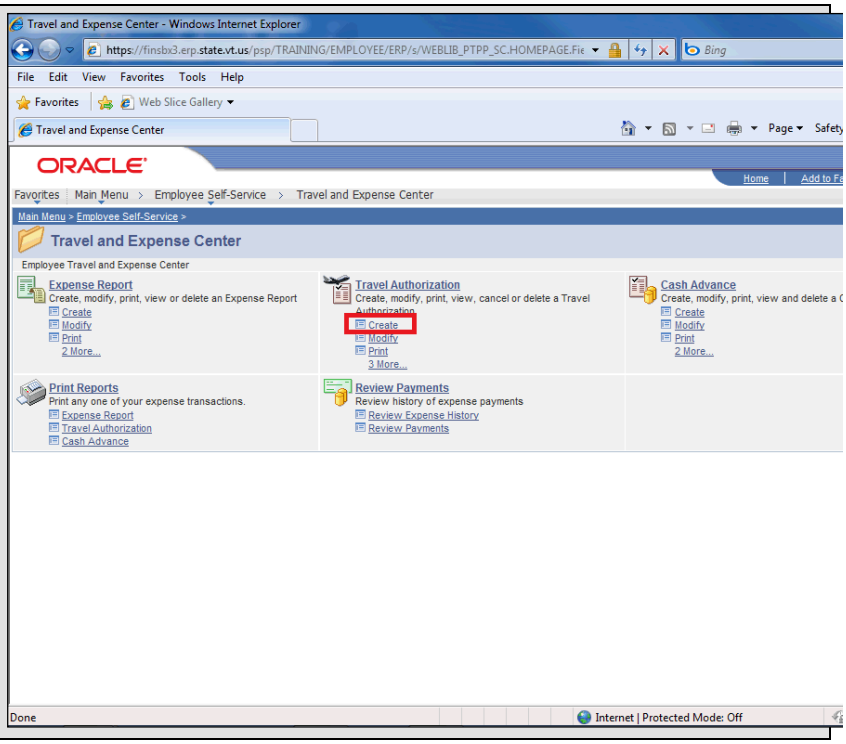
6. **Third Party Payments/Reimbursements**- The supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" may be required when expenses are to be paid by another party.

7. **Encumbrance**- All travel authorizations completed within VISION create an encumbrance of funds against an appropriation of the employee's department.

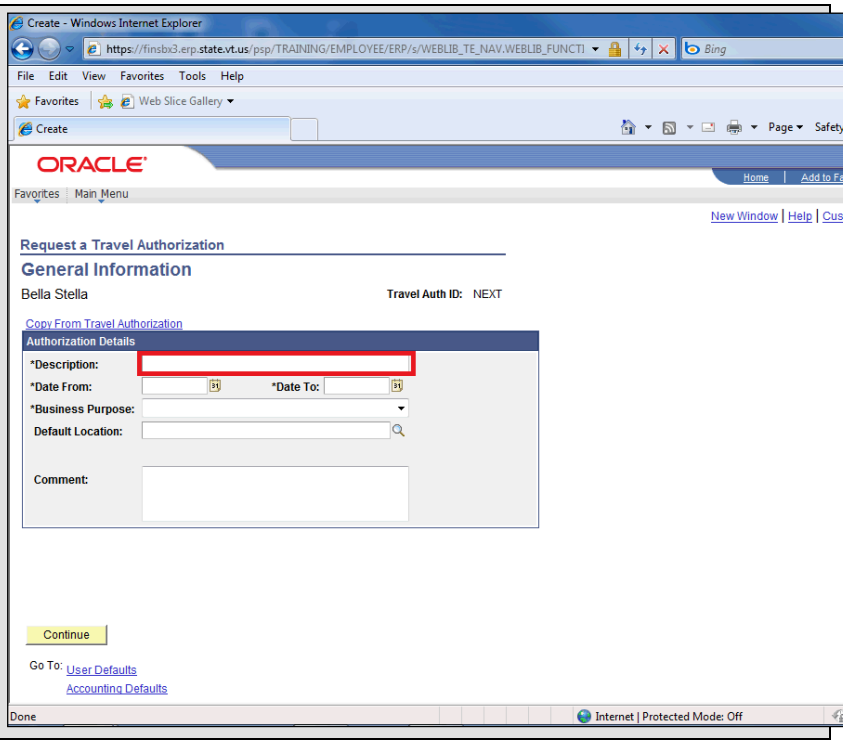
Step	Action	
1.	Click the **Main Menu** button. 	

Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. Travel and Expense Center	

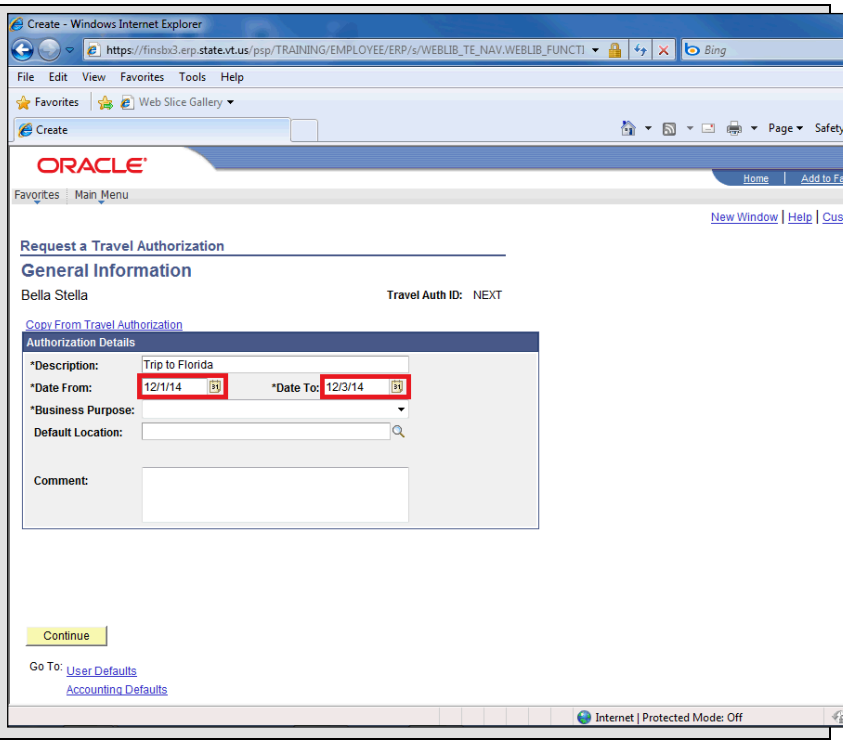
Step	Action	
4.	Under the Travel Authorization menu, Click the **Create** link. Create	

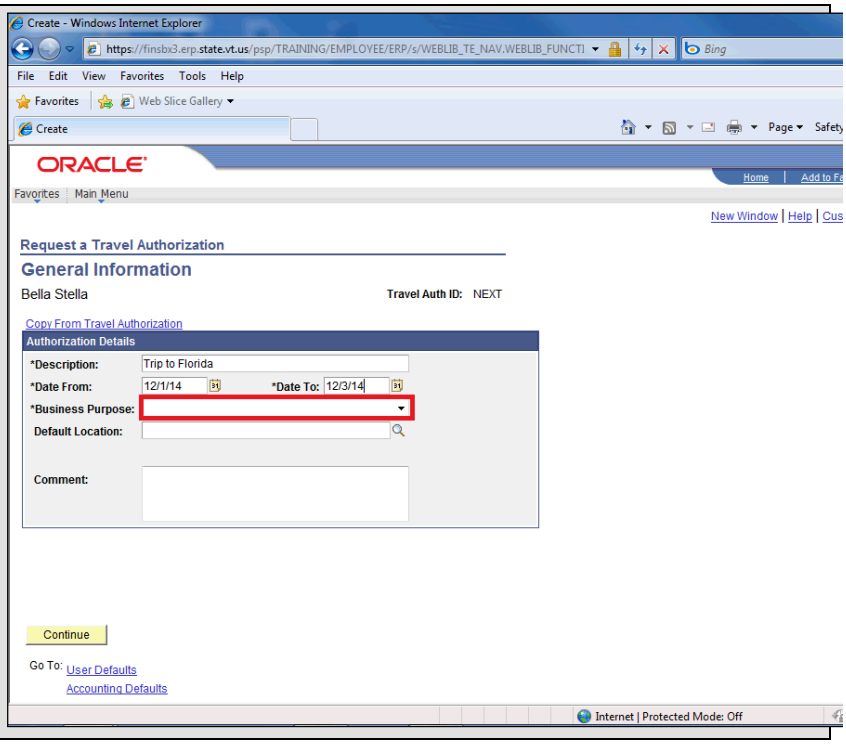
Step	Action
5.	Enter a short, meaningful description for the trip into the **Description** field.

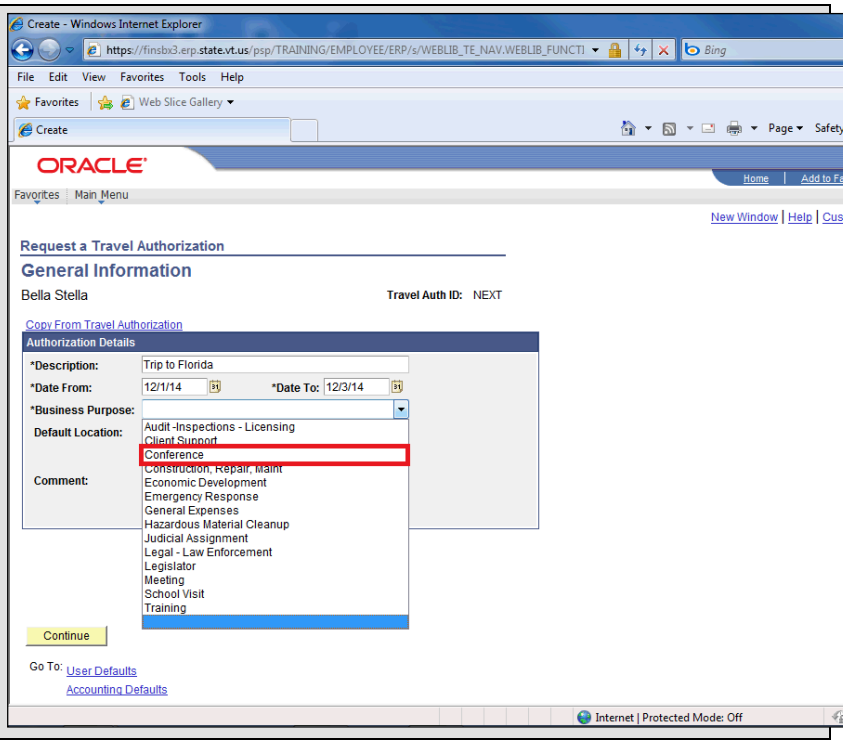


Step	Action
6.	Enter the date the trip will start on into the **Date from** field.

Step	Action
7.	Enter the end date of the trip into the **Date To** field. **NOTE:** Travel dates must be in the future. The system will not allow dates in the past.



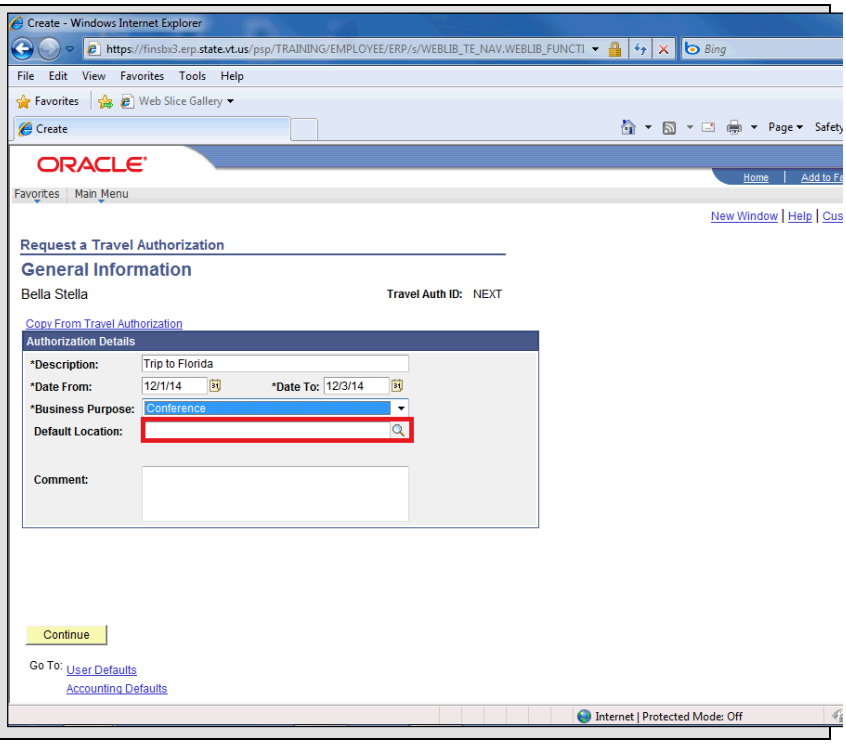
Step	Action	
8.	Click the drop down arrow to choose the **Business Purpose**.	

Step	Action	
9.	Select the option that most closely identifies the purpose of the trip.	

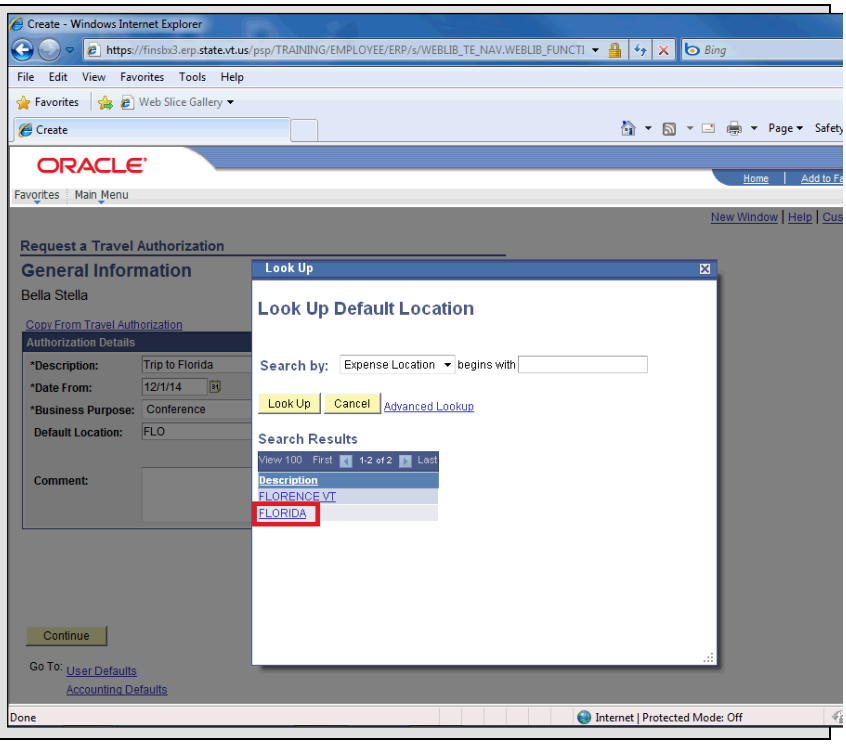
NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country

Entering a **Default Location** is optional. It will populate the destination location field on each expense line for you.

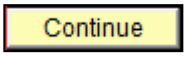
Step	Action
10.	Enter the first three letters into the **Default Location** field.
Step	**Action**
11.	Click the **Look up Default Location** button.

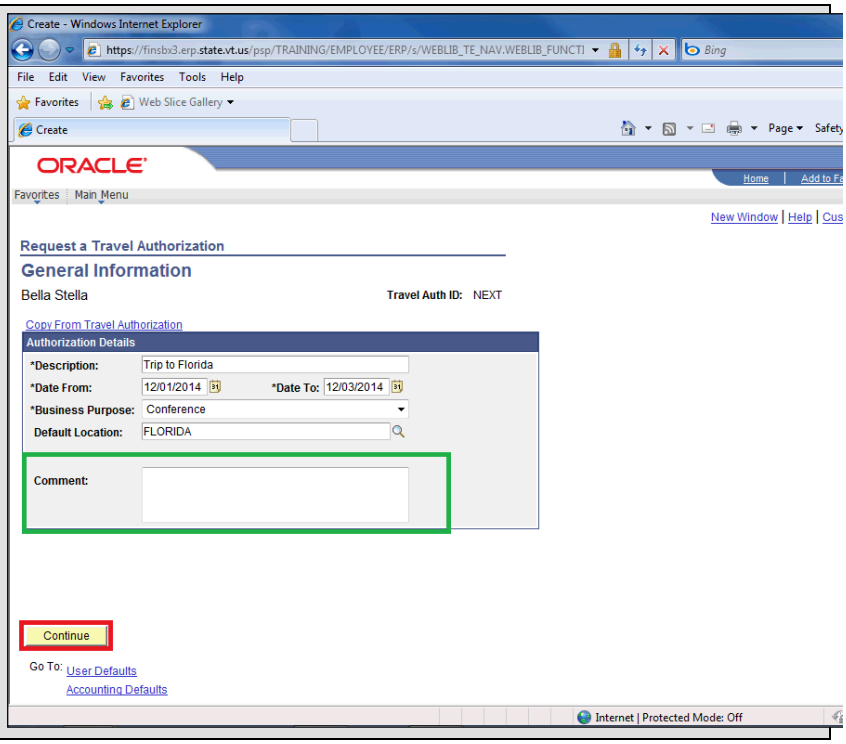


Step	Action
12.	Select the location link.



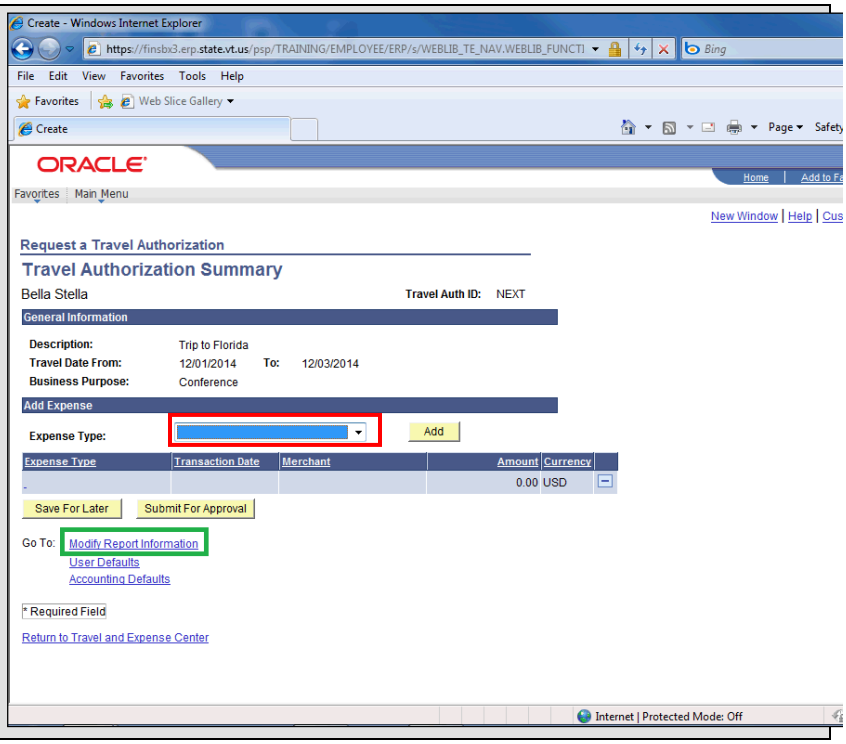
The comment field is where you can add comments for Pre-Paid or Direct Paid costs for the Trip. Example comment: Flight charged to P-Card for $350.

Step	Action
13.	Click the **Continue** button. 



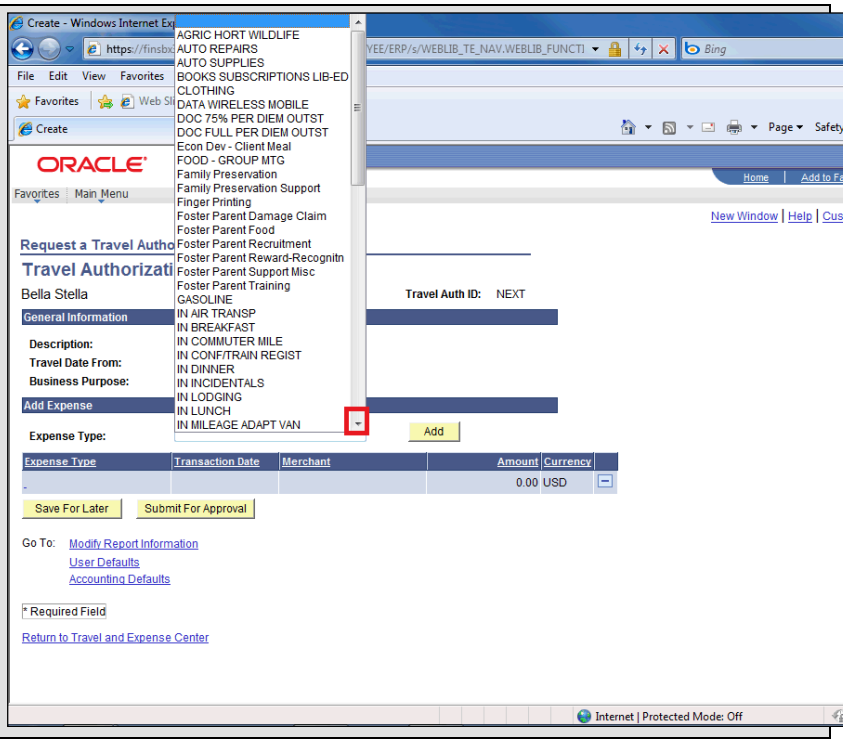
The Modify Report Information link can be used at any time to bring you back to the General Information page to save, submit for approval, delete lines or make changes to the Description, Date Fields, Business Purpose, and Comments.

Step	Action
14.	To choose the expense type, Click the **Expense Type** list.

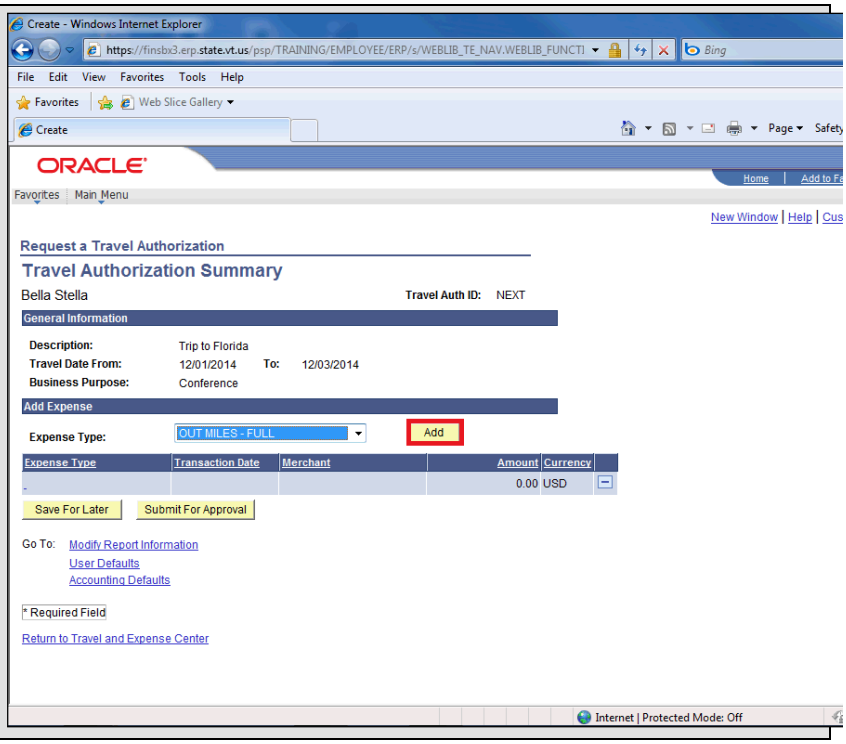


Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type

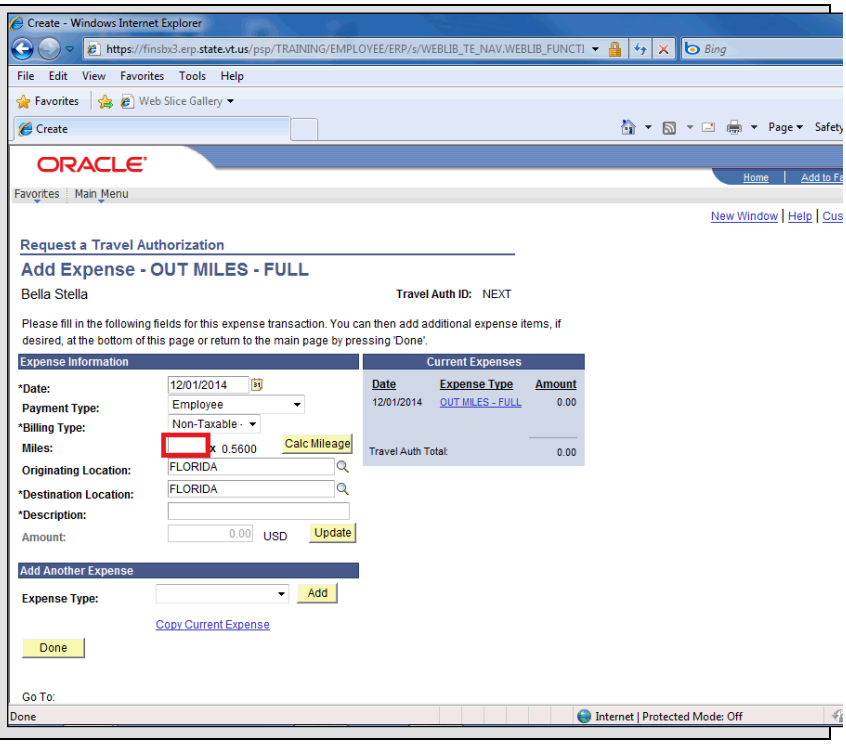
Step	Action
15.	Select the appropriate Expense Type from the list provided. The down arrow can be used to scroll through to see all available options.



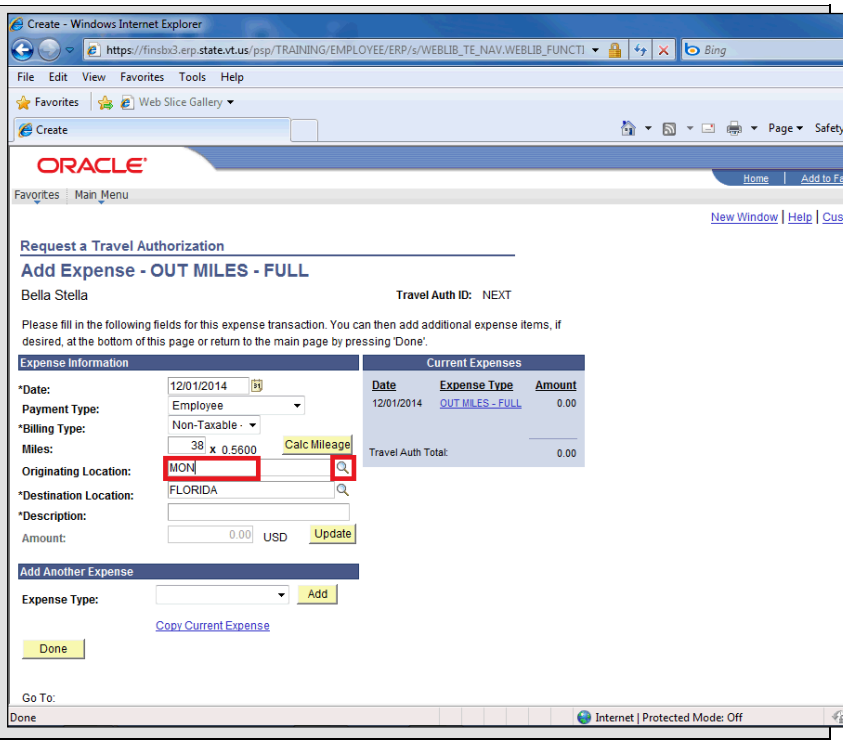
Step	Action
16.	Click the **Add** button. Add



Step	Action
17.	Enter the number of miles for the trip into the **Miles** field. **Note:** The mileage rate of reimbursement is updated and maintained in accordance with the State's negotiated agreements.



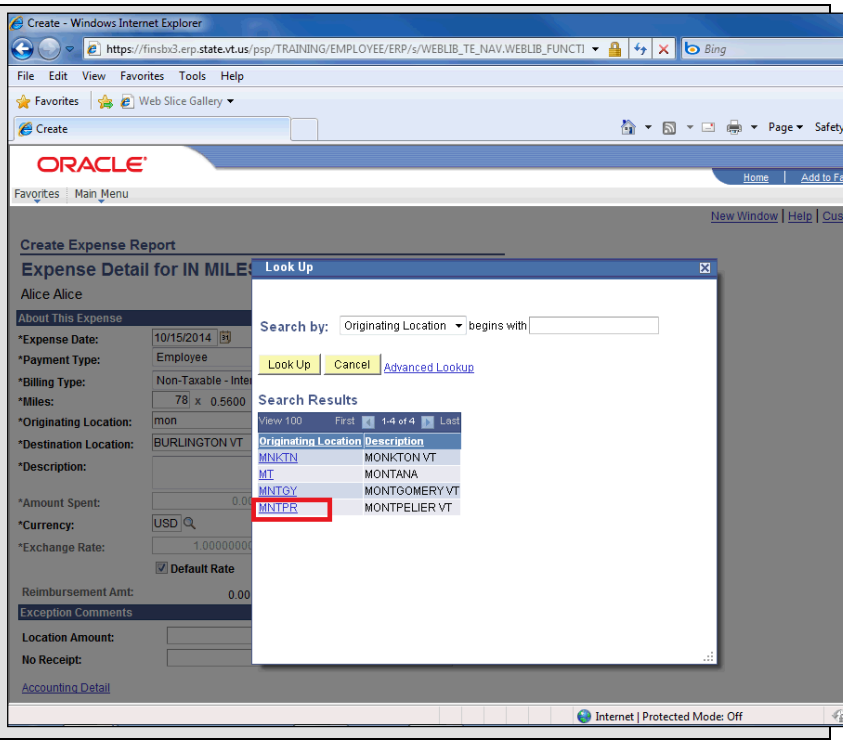
Step	Action
18.	Enter a few letters of where you started your trip into the **Originating Location** field.
Step	**Action**
19.	Click the **Originating Location** button.



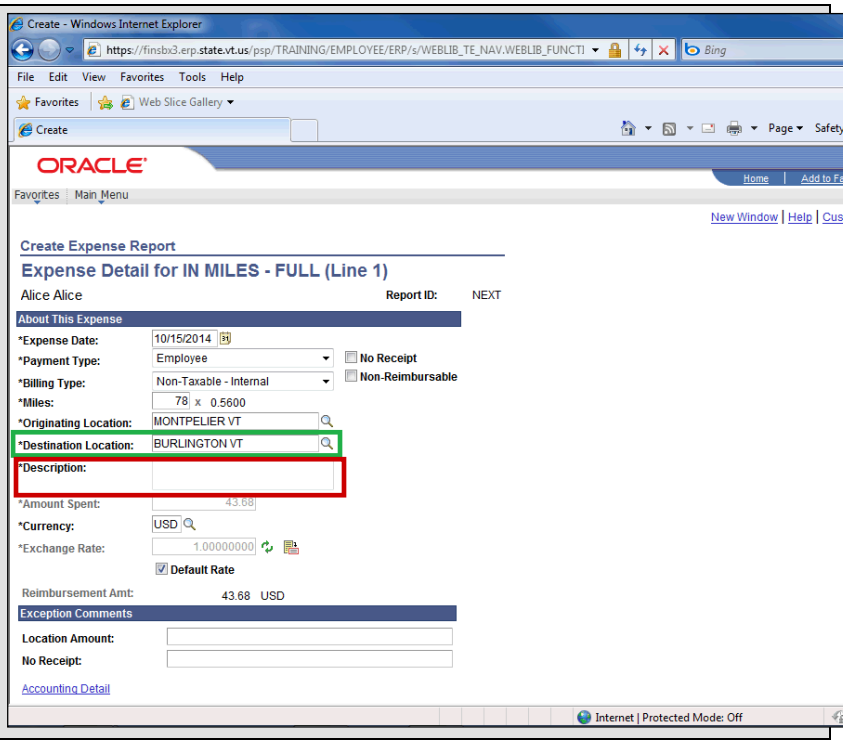
NOTE: A default Originating location can be set through the User Profile

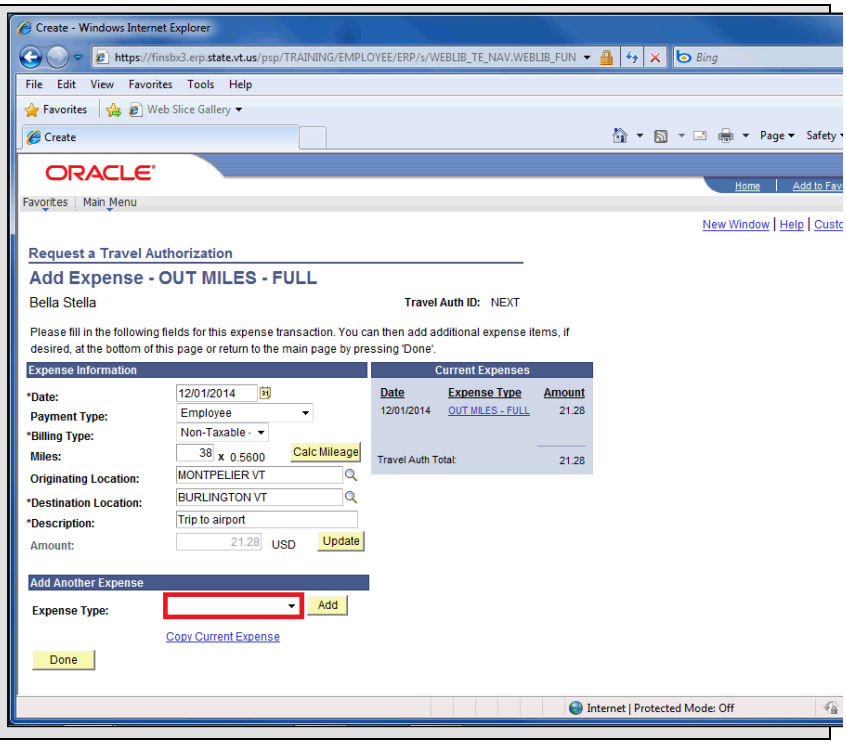
Employee Self-Service > Travel and Expenses > Review Edit Profile Click on the User Defaults tab.

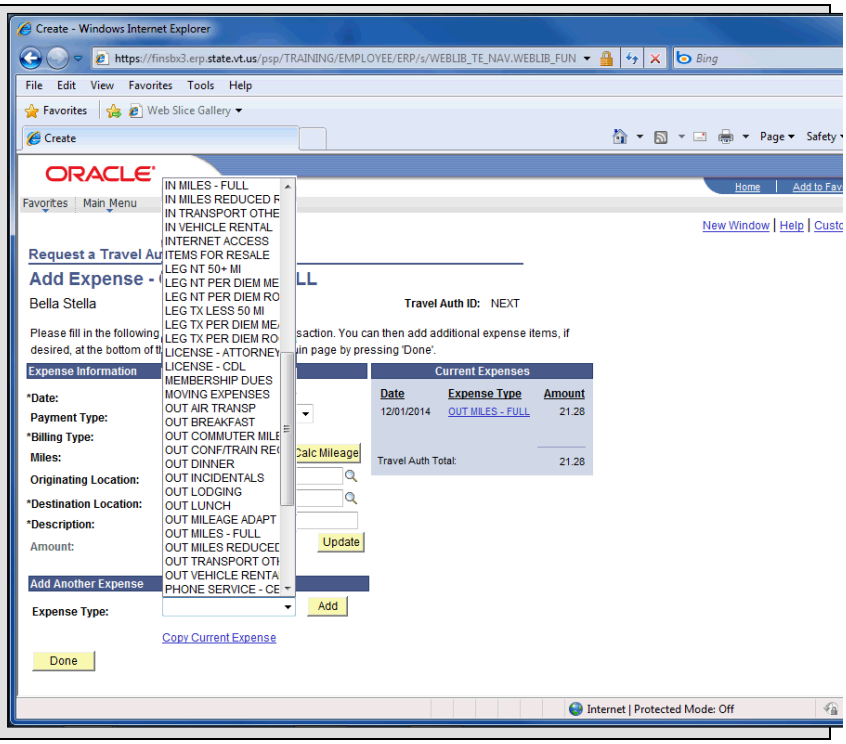
Step	Action
20.	Click the location link to select.

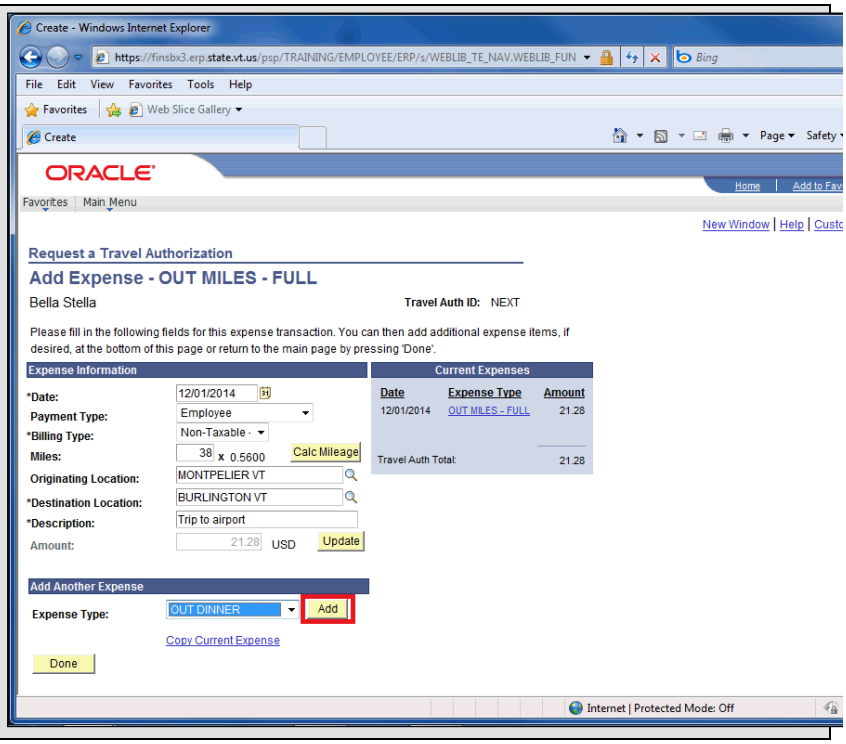


Step	Action
21.	Enter the **Destination location** if a Default location wasn't selected or it isn't needs to be changed. This location should be the furthest point travelled during the trip
Step	**Action**
22.	Enter an explanation of what this trip will be for into the **Description** field.



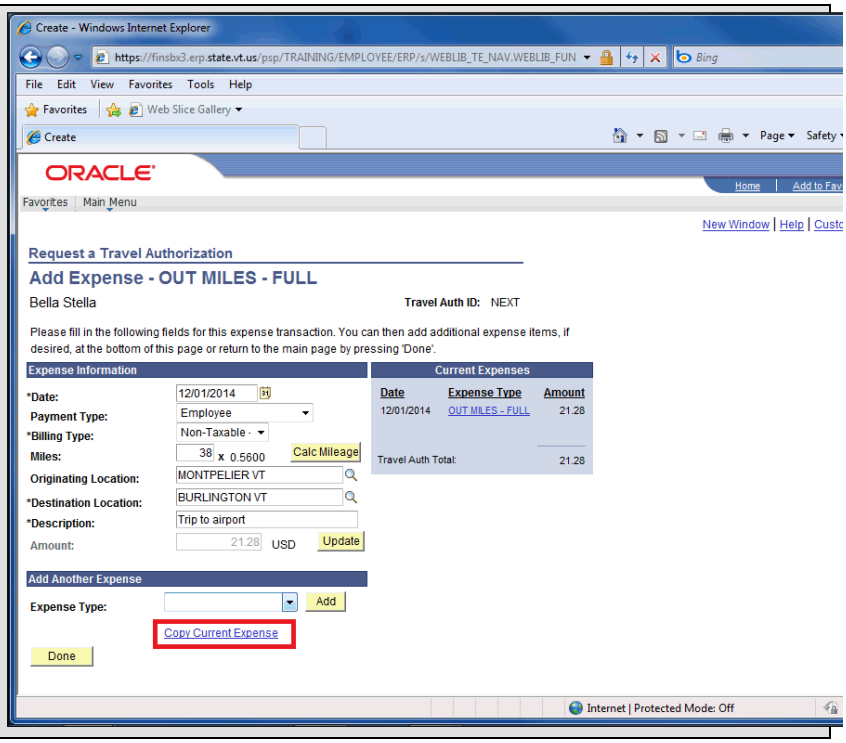
Step	Action	
23.	To add another expense line, Click the **Expense Type** list.	

Step	Action	
24.	Select the appropriate Expense Type from the list provided. The down arrow can be used to scroll through to see all available options.	

Step	Action	
25.	Click the **Add** button. Add Continue adding details for the expense line.	

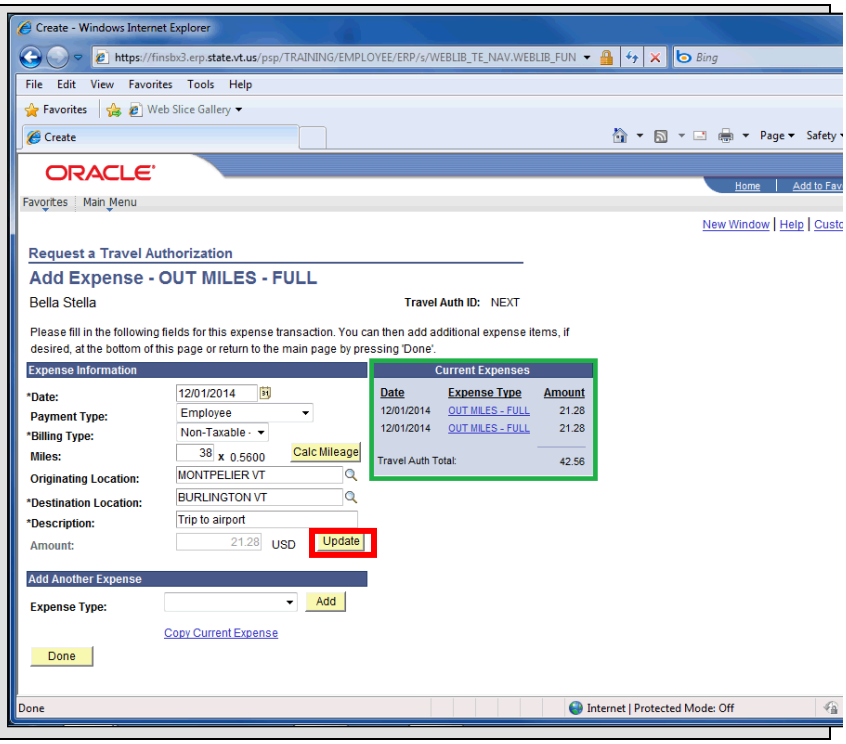
Copy an expense line for a Travel Authorization

Step	Action
1.	Copying expense lines can save time. To copy an expense line, Click the **Copy Current Expense** link. Copy Current Expense

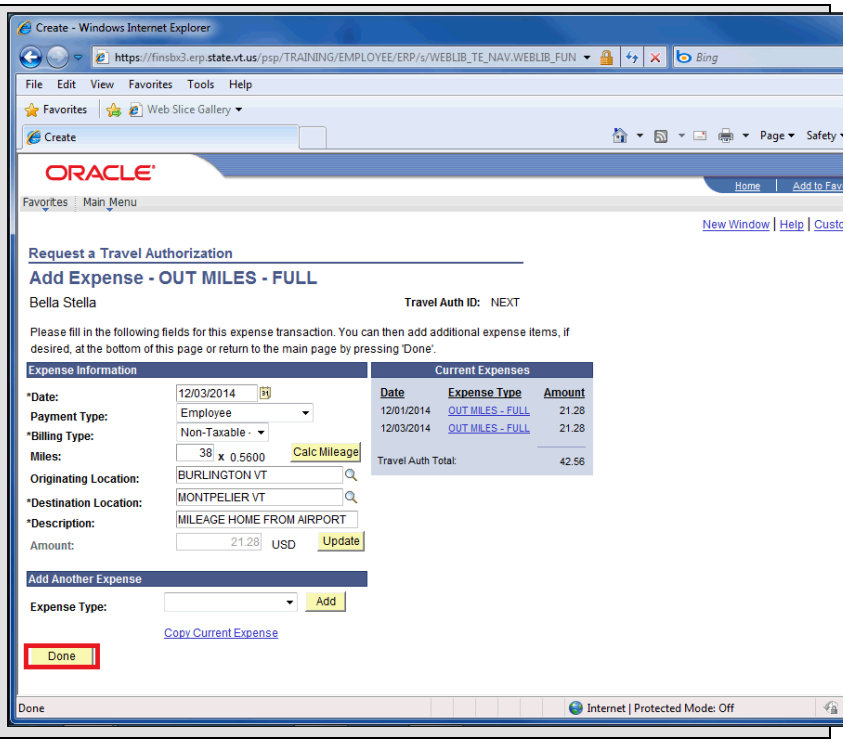


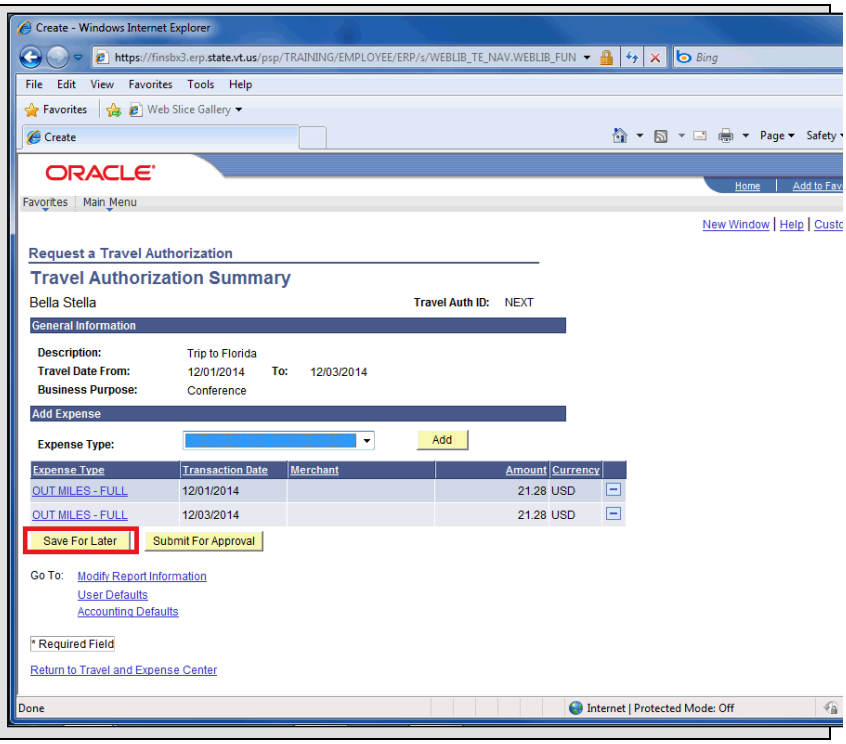
The Current Expenses will list the additional expense line. If you want to go back to a previous line, click the link for the expense type in the Current Expenses box

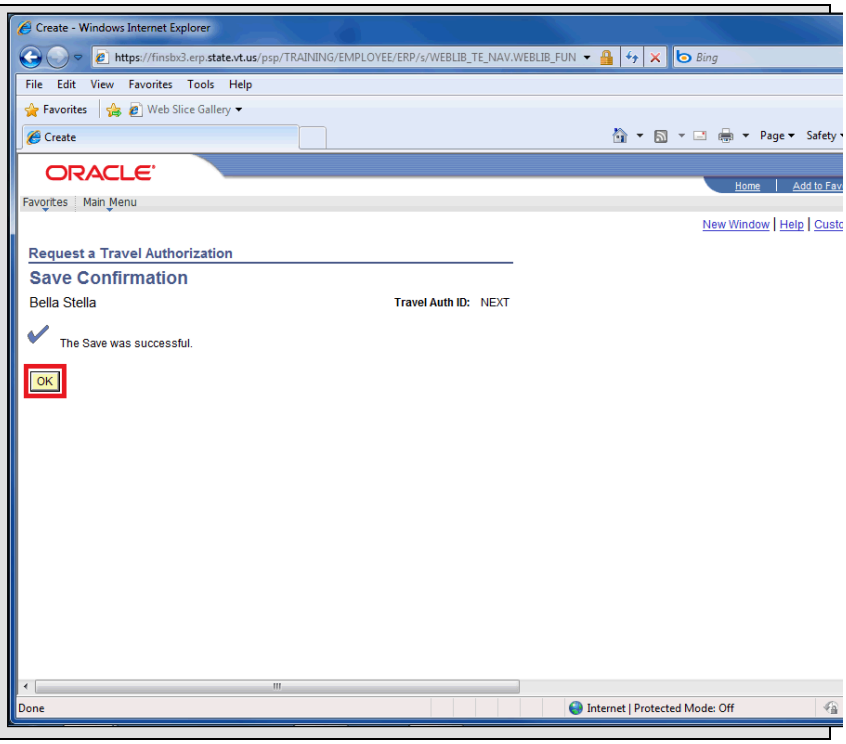
Step	Action
2.	Update the expense information for the copied line
Step	**Action**
3.	After changes are made to the line, the Update button will need to be clicked



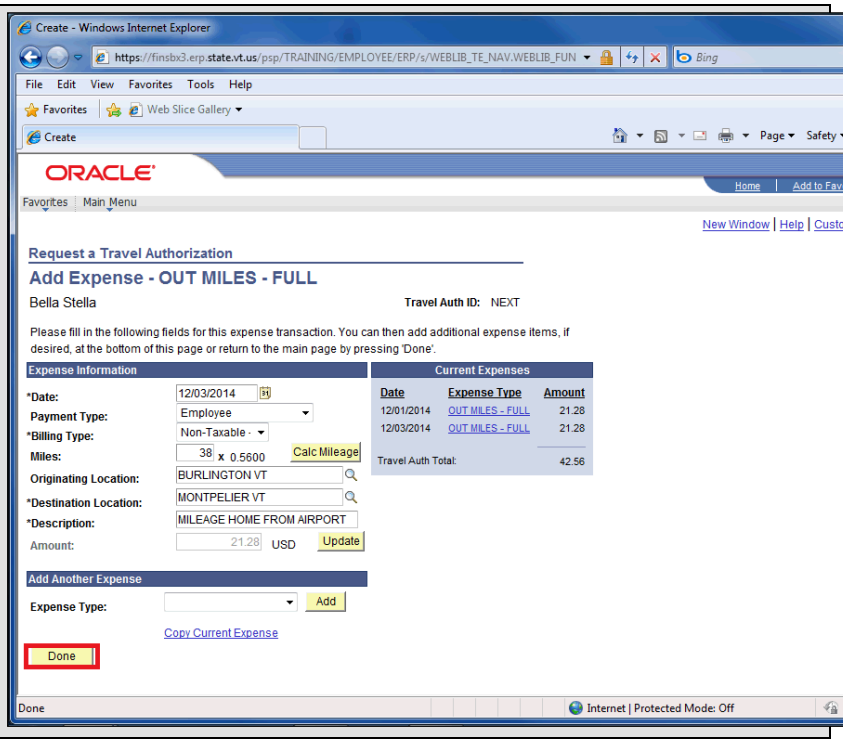
Save a Travel Authorization for Later

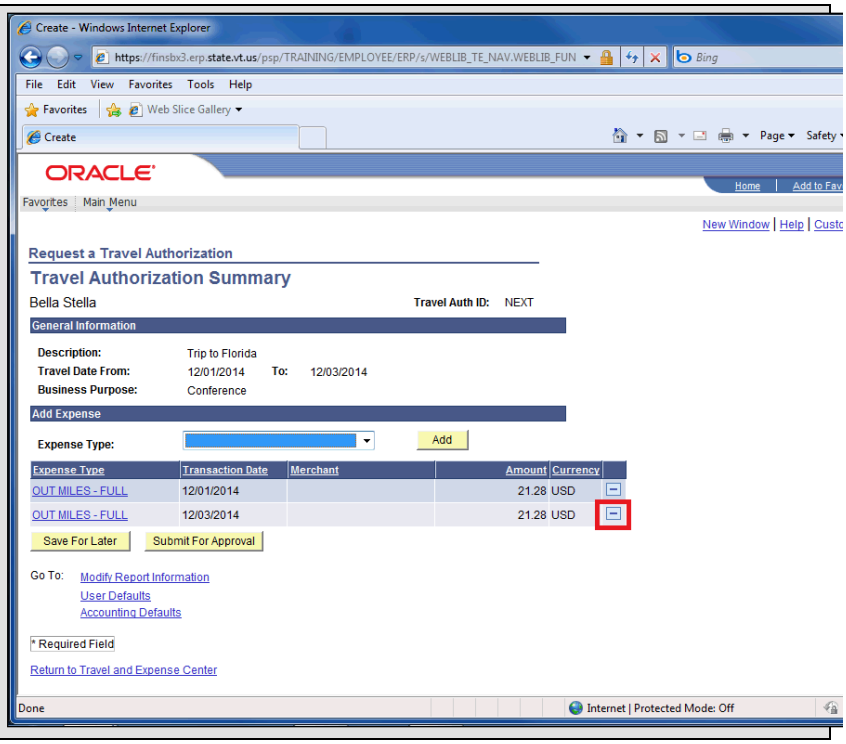
Step	Action	
1.	When entering travel authorizations it is important to **save often.** We recommend saving after every one to two lines to avoid losing any work Click the **Done** button. Done	

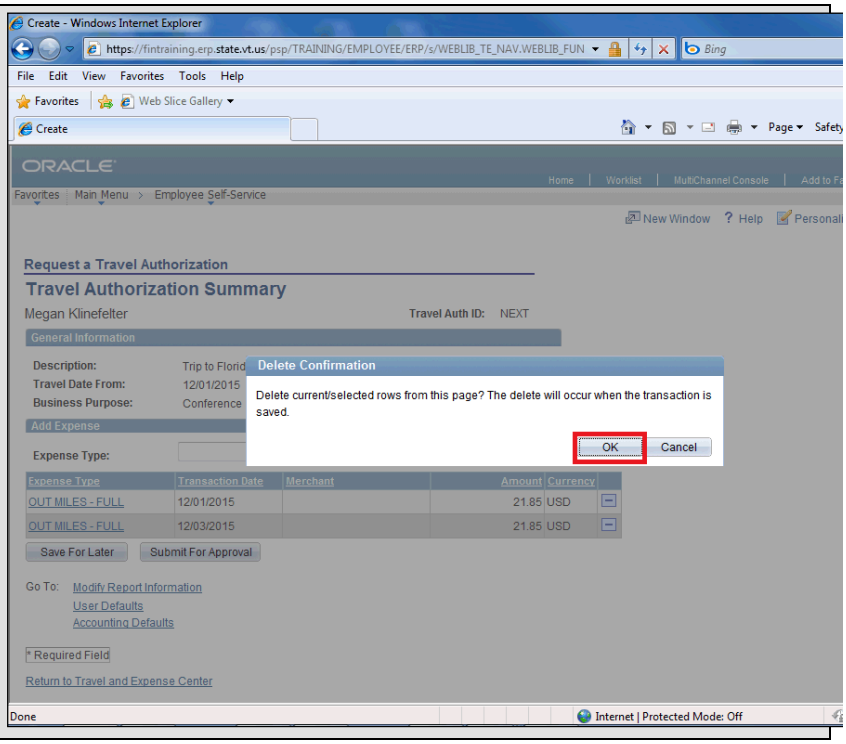
Step	Action	
2.	Click the **Save For Later** button. Save For Later	

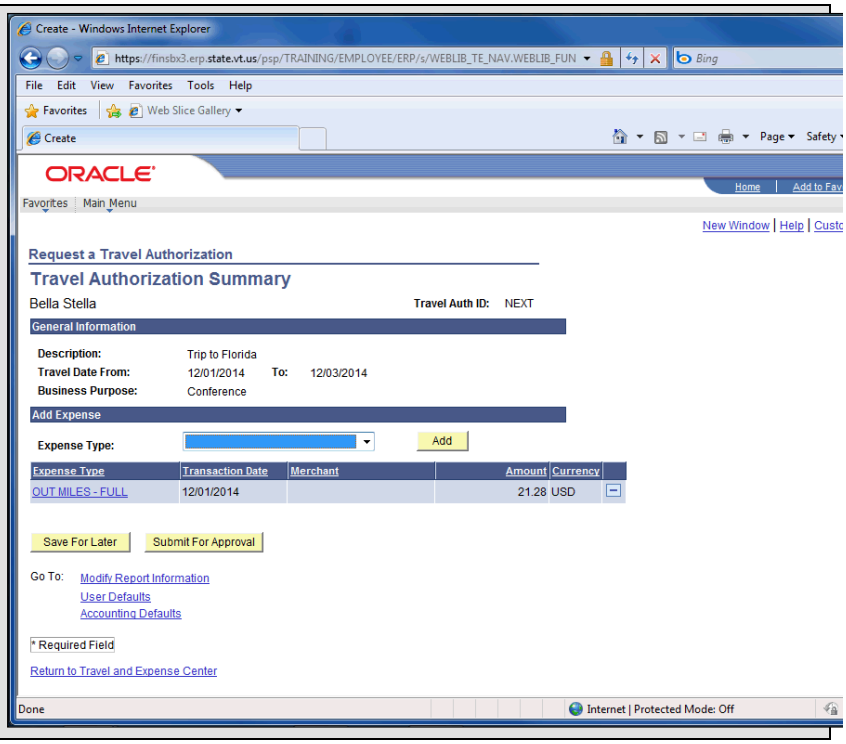
Step	Action	
3.	Click the **OK** button. OK	

Delete expense line(s) for a Travel Authorization

Step	Action	
1.	If you need to delete any expense lines you will need to return to the Travel Authorization Summary page. Click the **Done** button. Done	

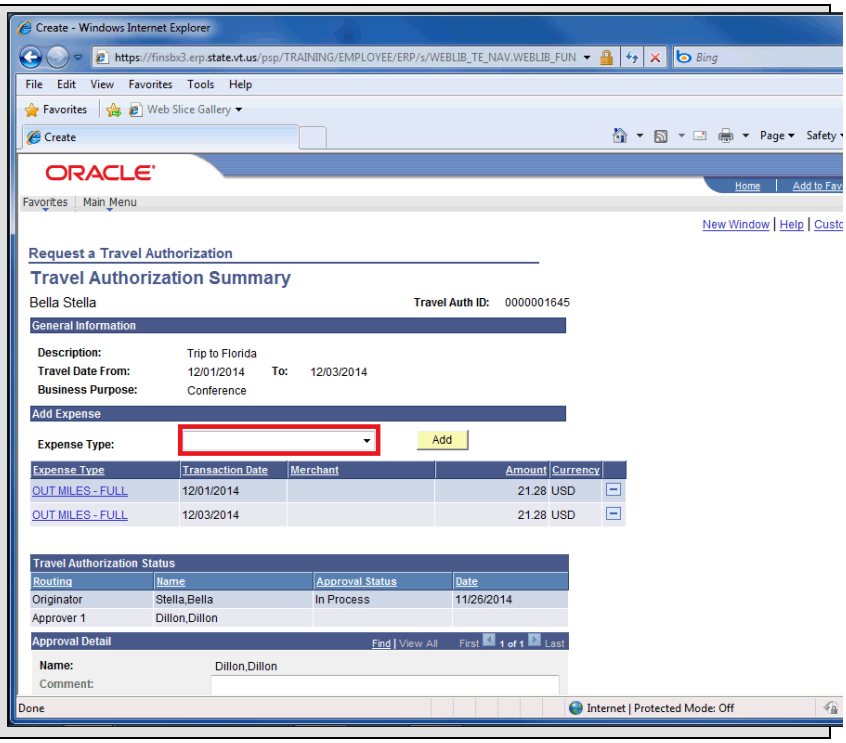
Step	Action	
2.	Click the **Delete row** for the line you want to delete.	

Step	Action	
3.	Click the **OK** button. OK	

Step	Action	
4.	The line will no longer exist on the Travel Authorization.	

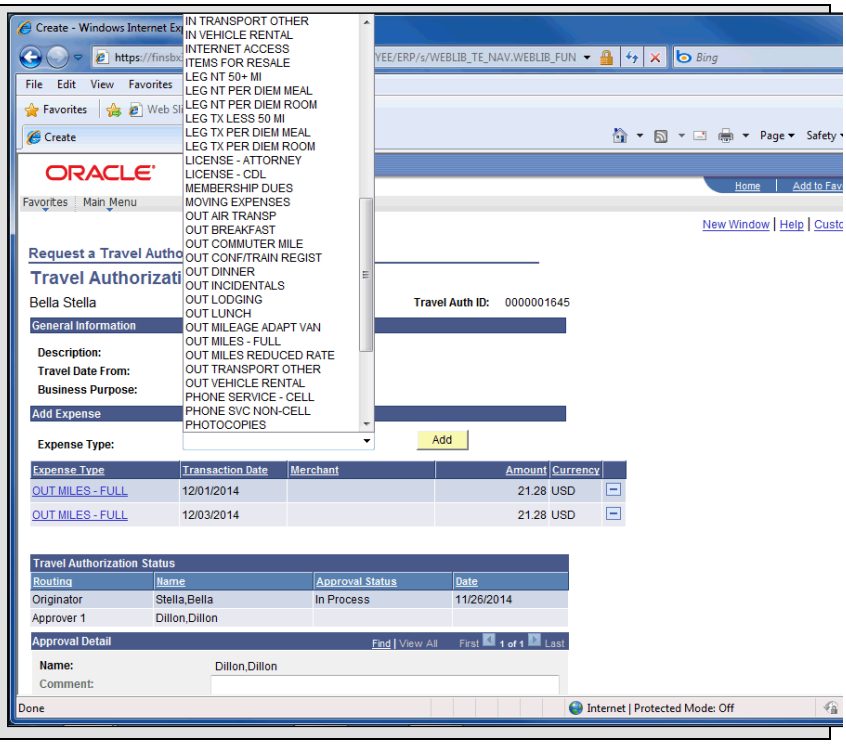
Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)

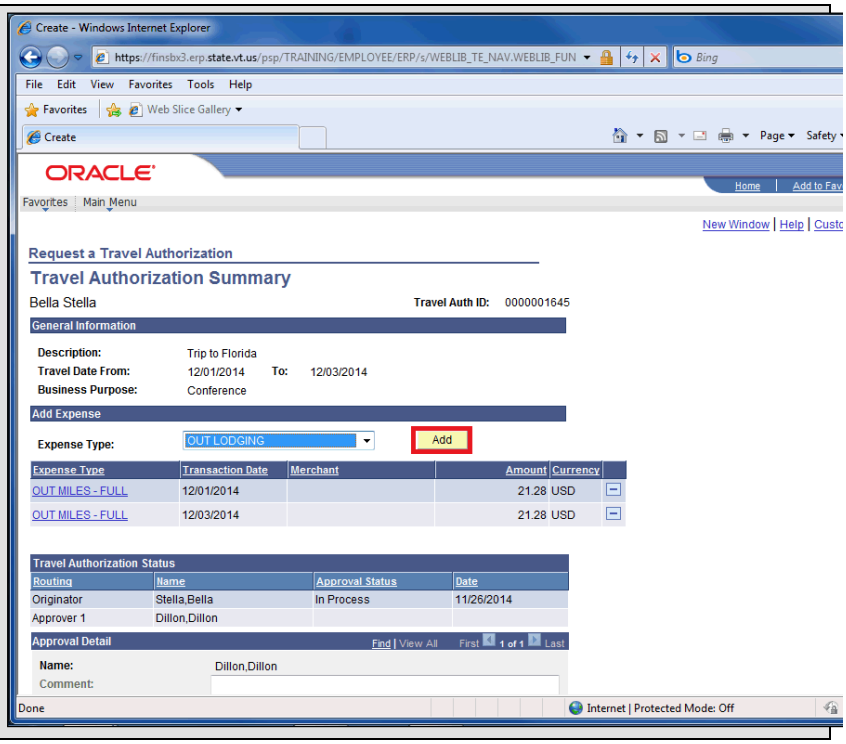
Step	Action
1.	To add lodging expenses, Click the **Expense Type** list. **NOTE:** Every effort should be made to use a P-Card or direct vendor payment for lodging to avoid the need for reimbursement.

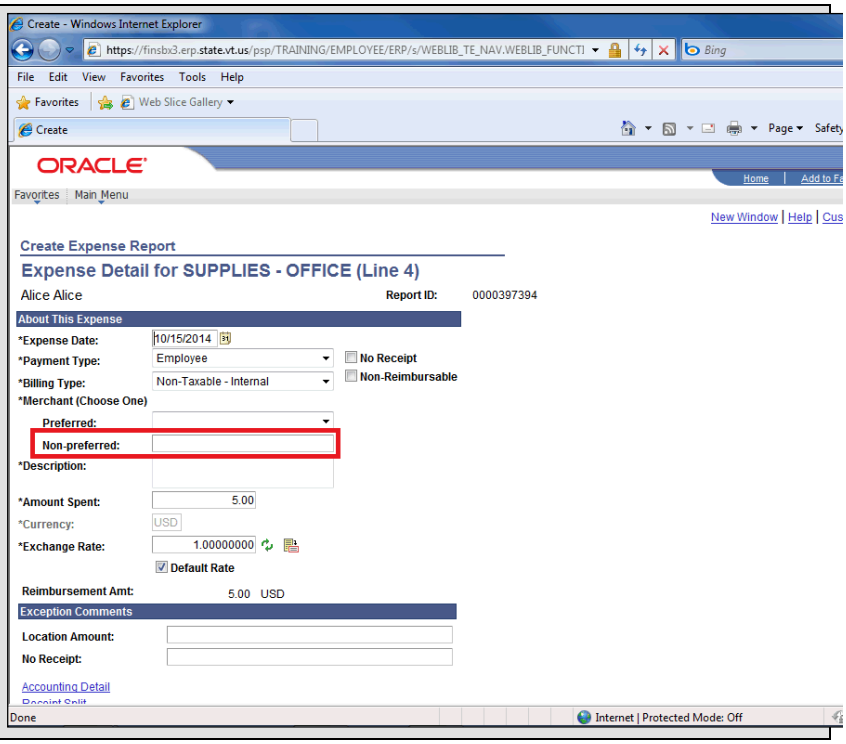


Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type.

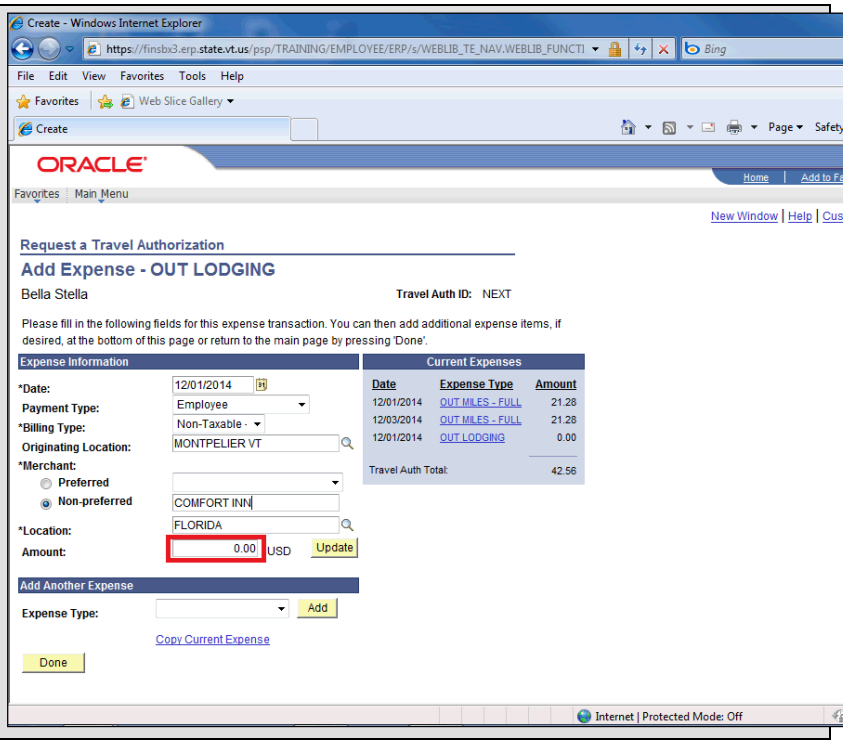
Step	Action
2.	Select the **OUT LODGING** expense type from the list provided. The down arrow can be used to scroll through to see all available options.



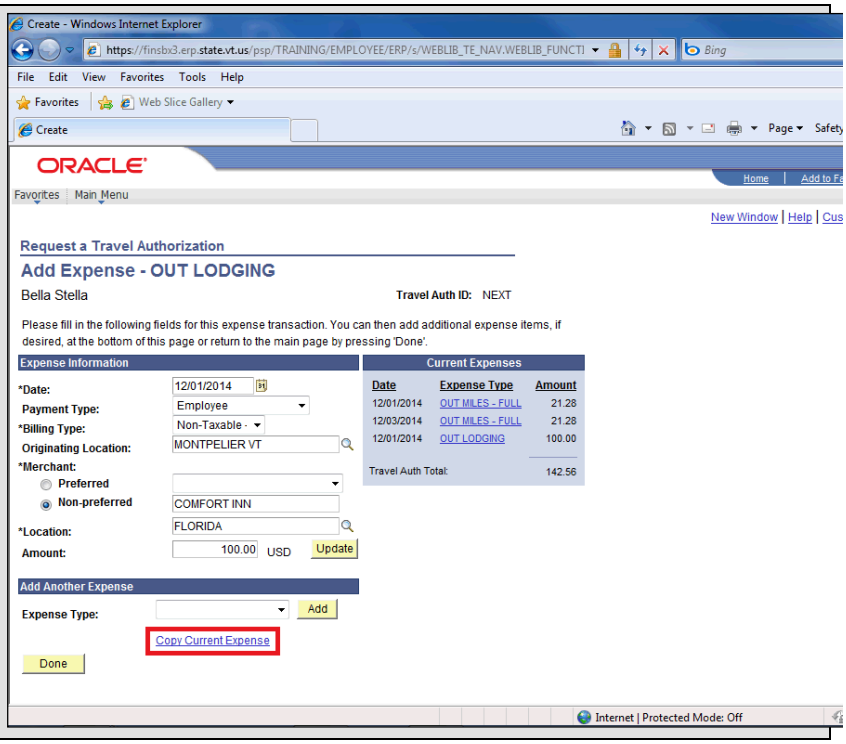
Step	Action	
3.	Click the **Add** button. Add	

Step	Action	
4.	NOTE: The State of Vermont doesn't list Preferred Merchants. Enter the place you will be staying into the **Non-preferred** field.	

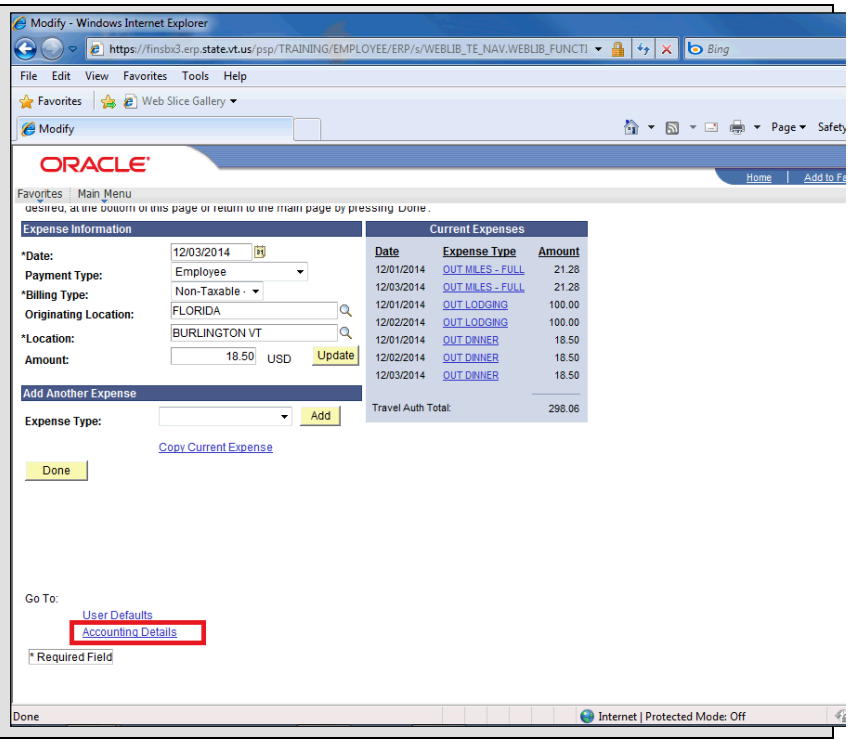
Step	Action
5.	Enter the estimated amount for the lodging for that night.
Step	**Action**
6.	Make any other adjustments needed for the expense line.

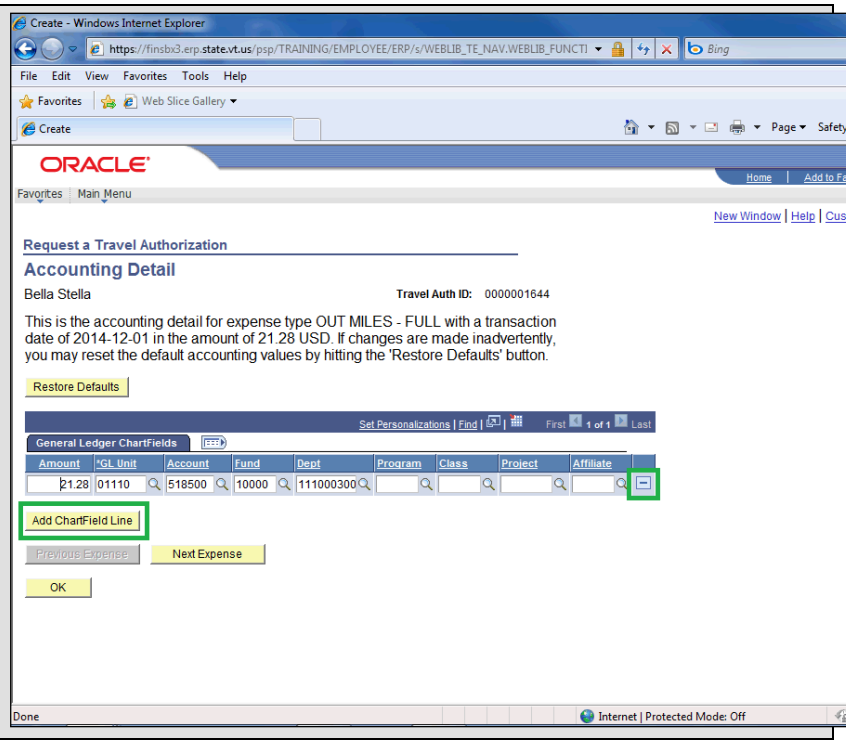


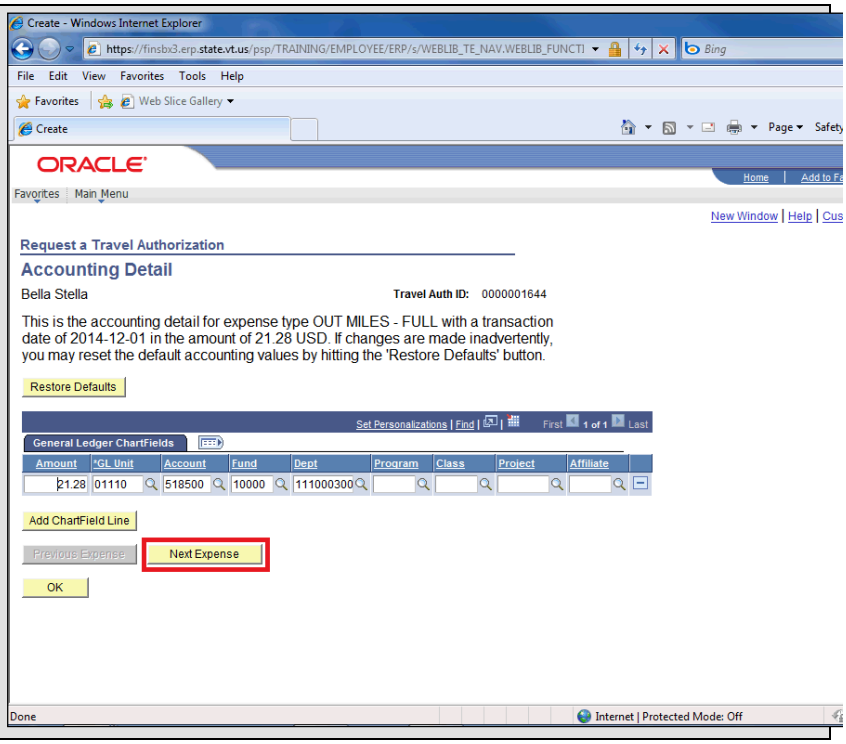
Step	Action
7.	Copy the expense line to any additional dates you will be staying overnight and make any necessary changes.

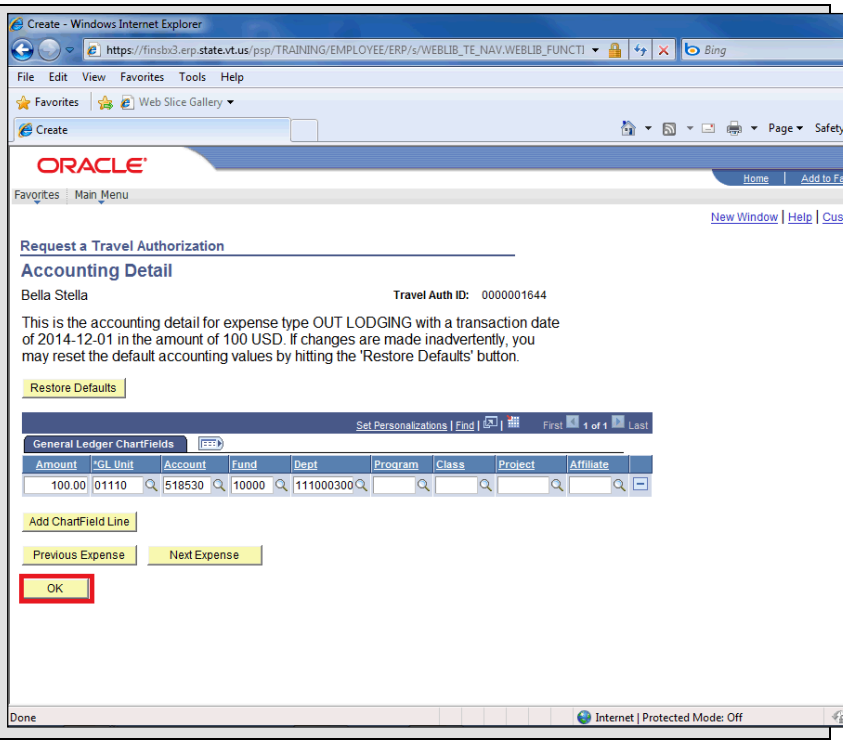


Verify/Change accounting detail for expense line(s)

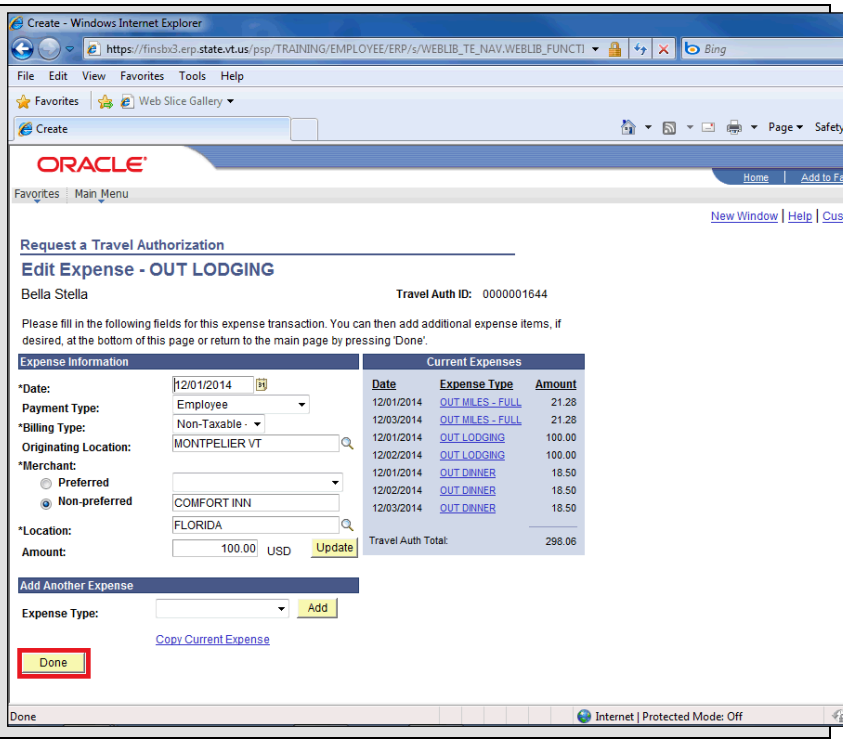
Step	Action	
1.	The accounting detail link is located toward the bottom of screen on the Add Expense page Click the **Accounting Details** link. Accounting Details	

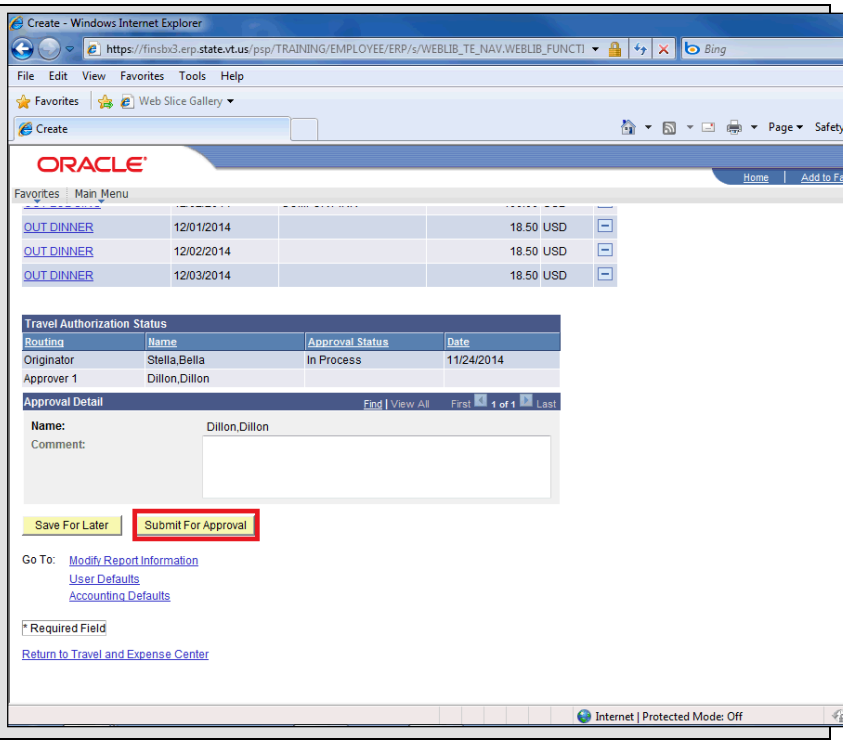
Step	Action	
2.	Lines can be added by clicking the Add Chartfield button and they can be deleted by clicking the minus button next to the line. **NOTE:** The account code and GL Unit should never be changed.	

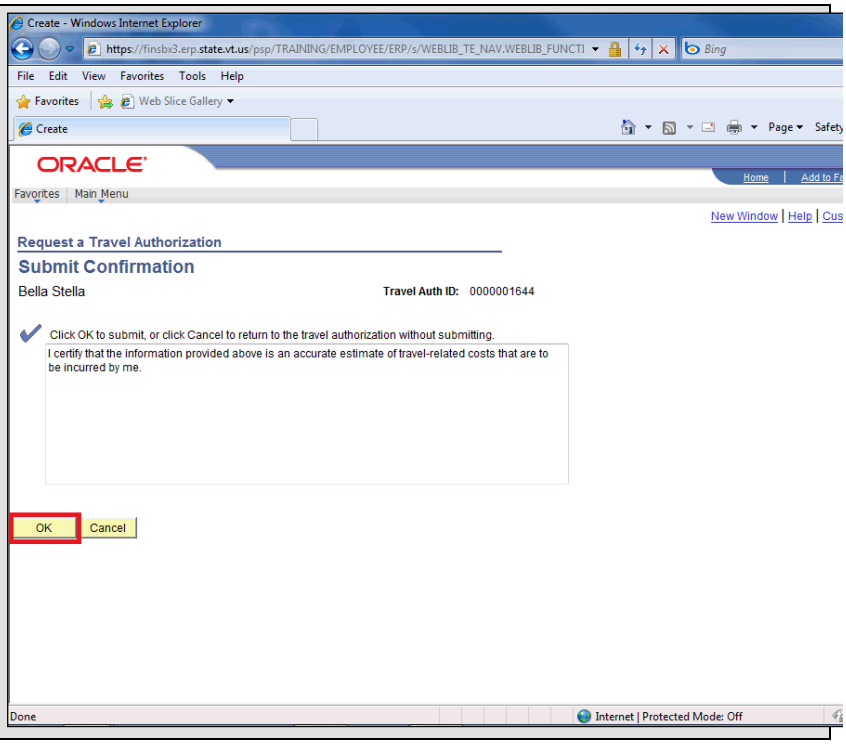
Step	Action	
3.	To see the accounting detail for the next line, Click the **Next Expense** button. Next Expense	

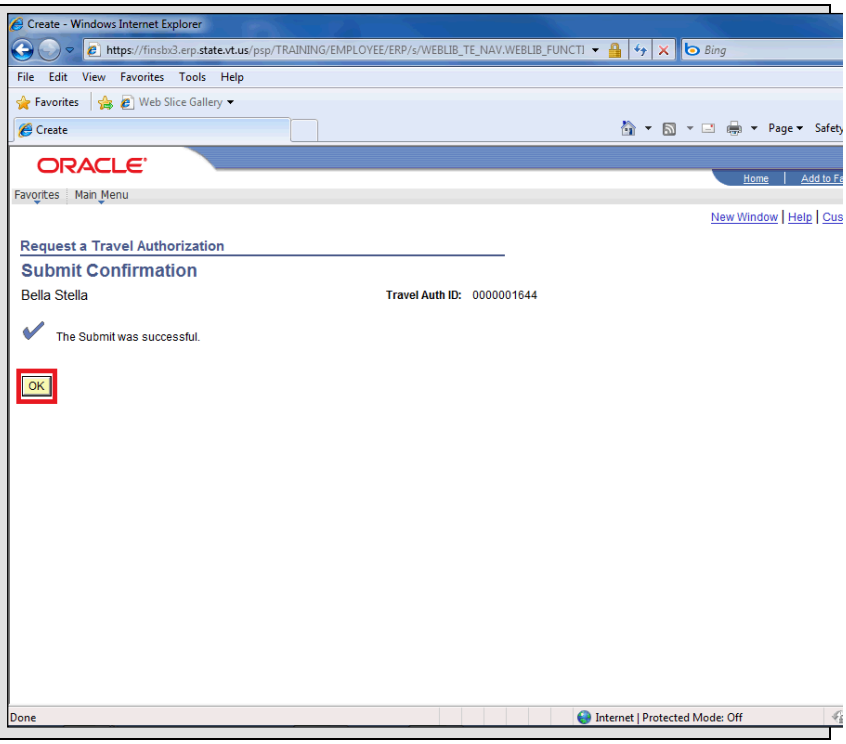
Step	Action	
4.	Once all the accounting details have been reviewed, Click the **OK** button. OK	

Submit for Approval

Step	Action	
1.	To submit the authorization for approval, Click the **Done** button. Done	

Step	Action	
2.	Click the **Submit For Approval** button. Submit For Approval You might have to scroll down the screen if you don't see the button.	

Step	Action	
3.	After reading the certification statement, click the **OK** button. OK	

Step	Action	
4.	Click the **OK** button. OK	

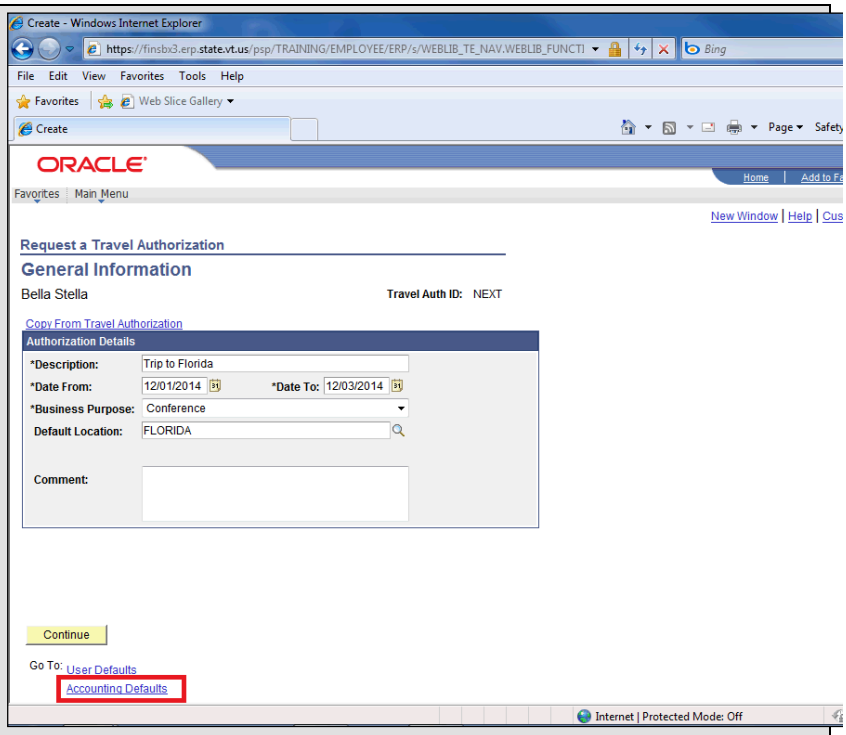
The Travel Authorization has been routed to your supervisor for approval.

Change default accounting for Travel Authorization

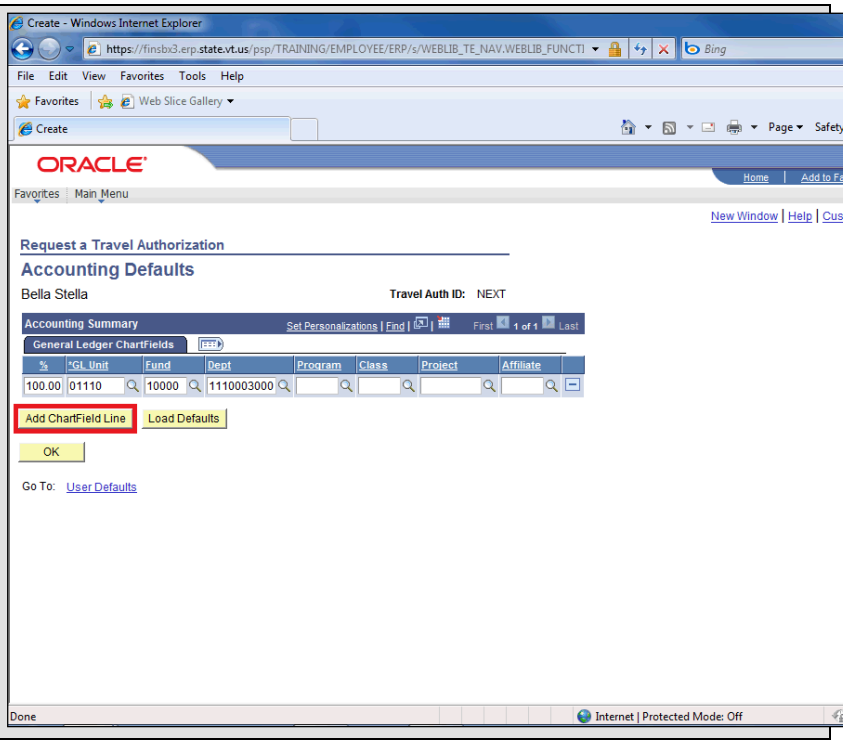
If you have split funding or your accounting information is going to be different than your default accounting, it can be changed by clicking on the Accounting Defaults link on the General Information page.

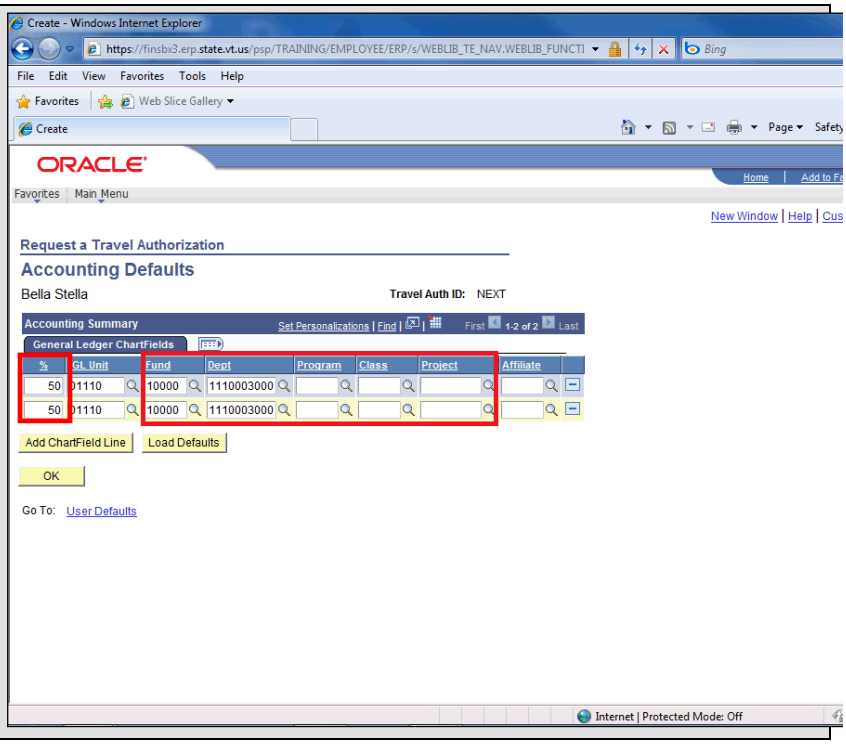
NOTE: This will need to be done prior to adding any expense lines.

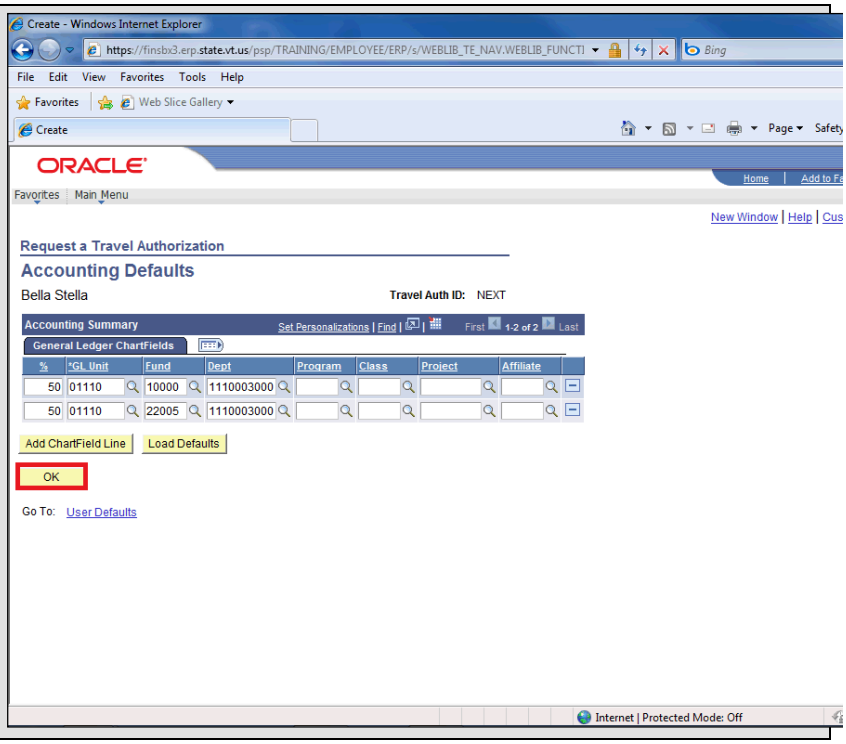
Step	Action
1.	Click the **Accounting Defaults** link. Accounting Defaults



Step	Action
2.	Make any necessary changes to the chartfields. **NOTE:** The GL unit should never be changed.
3.	To add an additional expense line, Click the **Add ChartField Line** button. Add ChartField Line

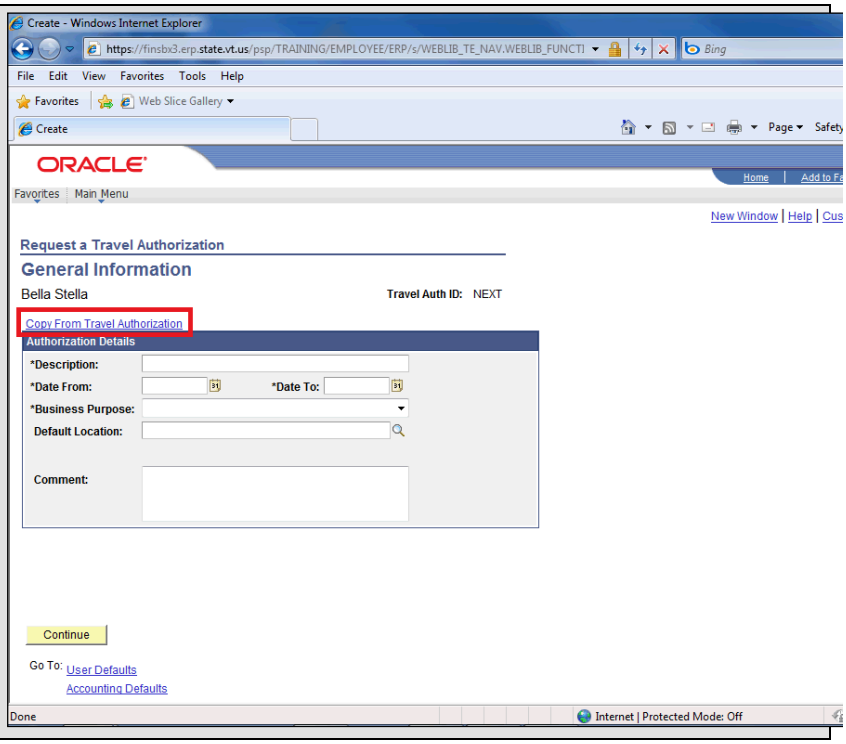


Step	Action	
4.	Update the percentage and chartfields for each line	

Step	Action	
5.	Click the **OK** button. OK	

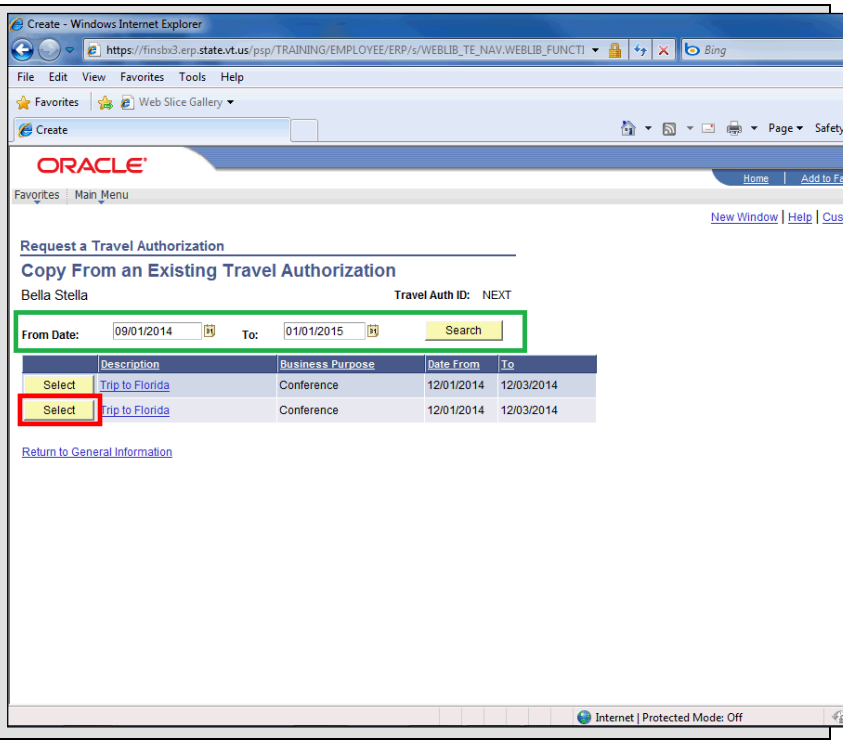
Copy a Travel Authorization

Step	Action
1.	Copying from an existing Travel Authorization will copy the information from a prior Travel Authorization into a new one. This can save time when entering expenses. Click the **Copy From Travel Authorization** link. Copy From Travel Authorization

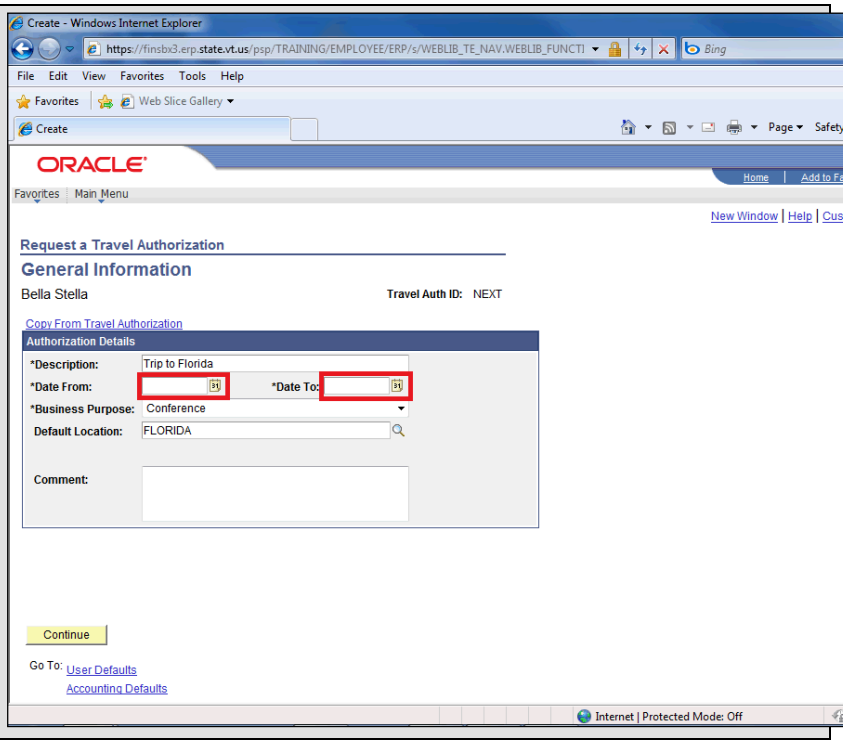


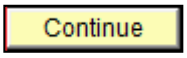
If you don't see the authorization you are looking for, it might be necessary to adjust the date range.

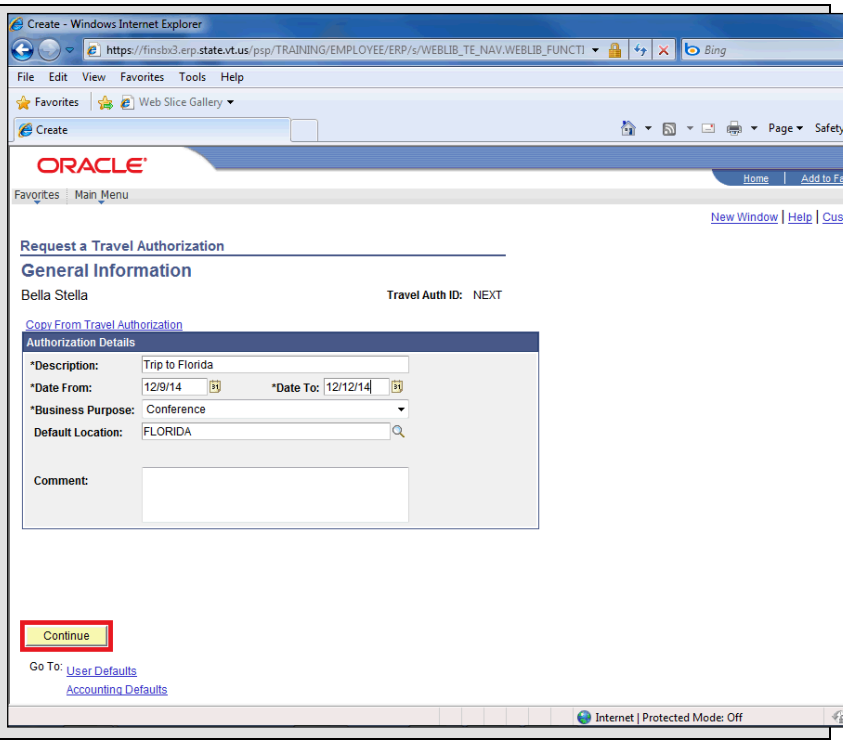
Step	Action
2.	Next to the Travel Authorization you want to copy, Click the **Select** button. Select

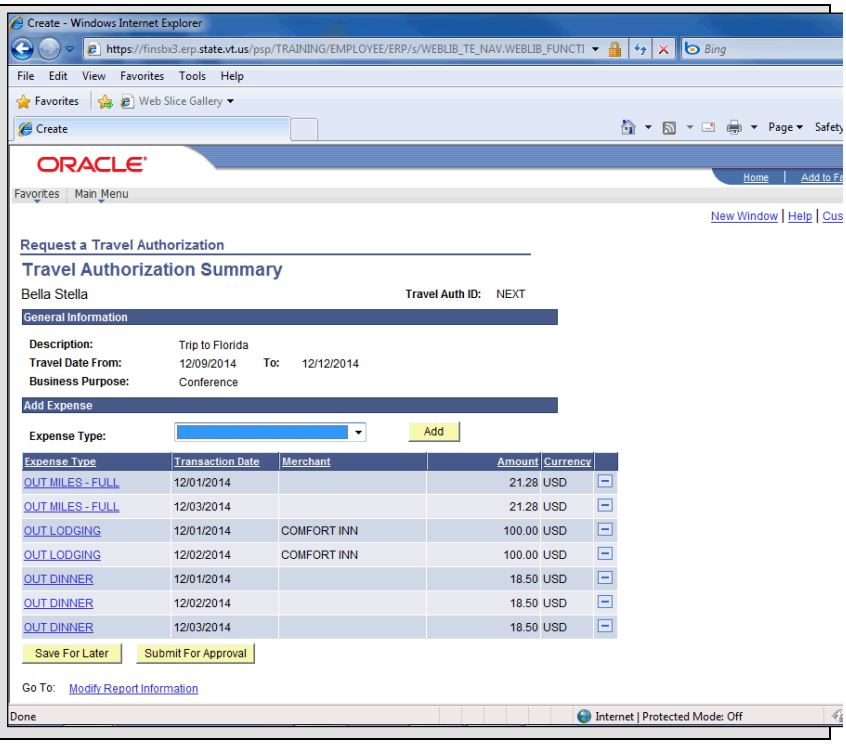


Step	Action
3.	Enter the date the trip will start on into the **Date from** field.
Step	**Action**
4.	Enter the end date of the trip into the **Date To** field. **NOTE:** Travel dates must be in the future. The system will not allow dates in the past.



Make any other changes needed to the General Information page
Step **Action**
5. Click the **Continue** button. 

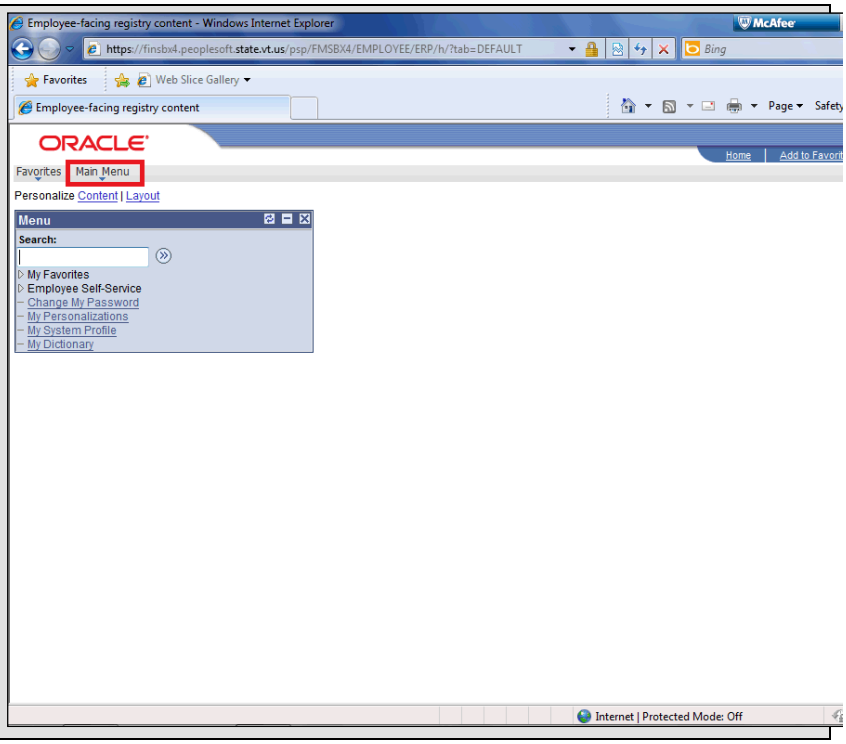


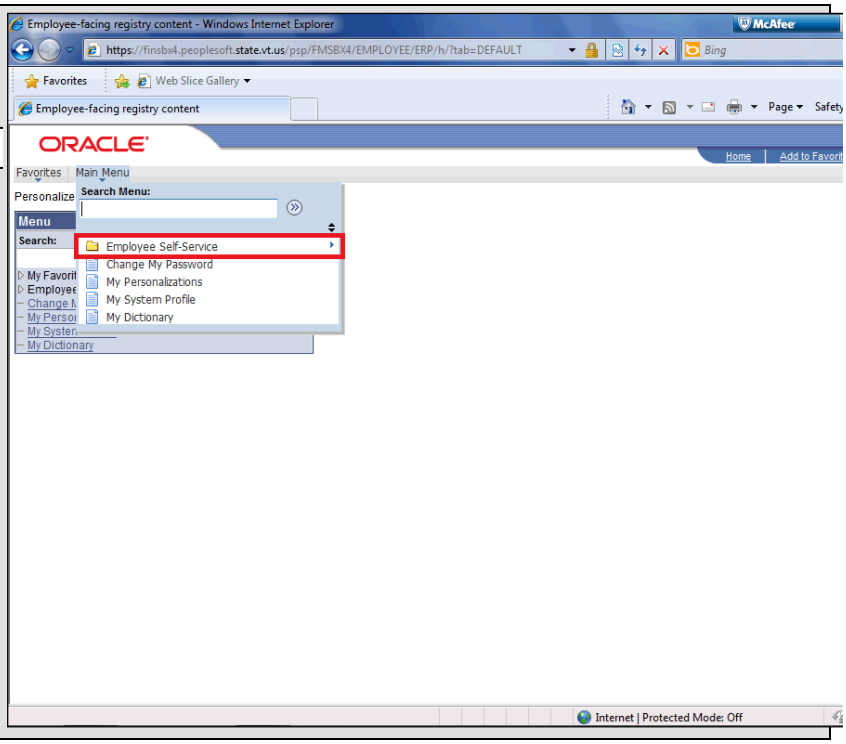
Step	Action	
6.	The information from the copied Travel Authorization will have carried forward and changes will need to be made to reflect the current request. **Reminder**: Saving frequently is important when entering expenses.	

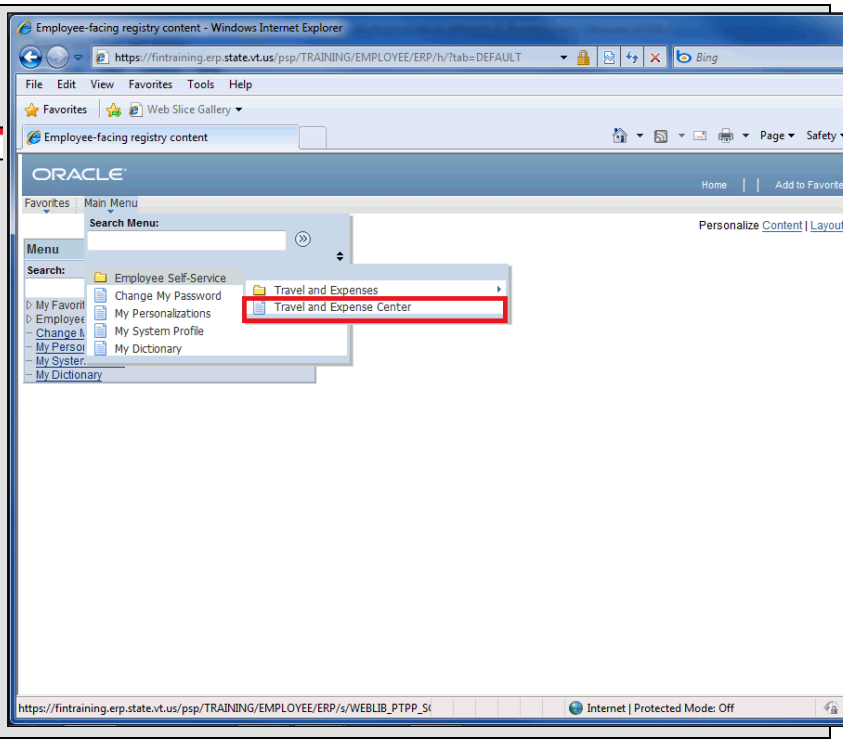
Modify a Travel Authorization

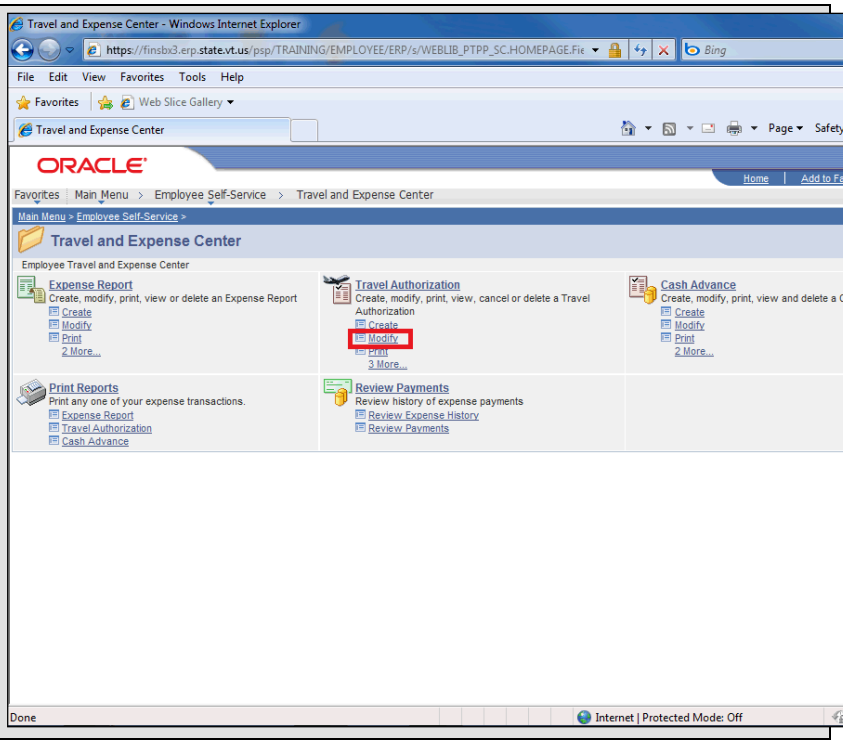
A Travel Authorization can be modified if it has been saved for later or sent back for revision.

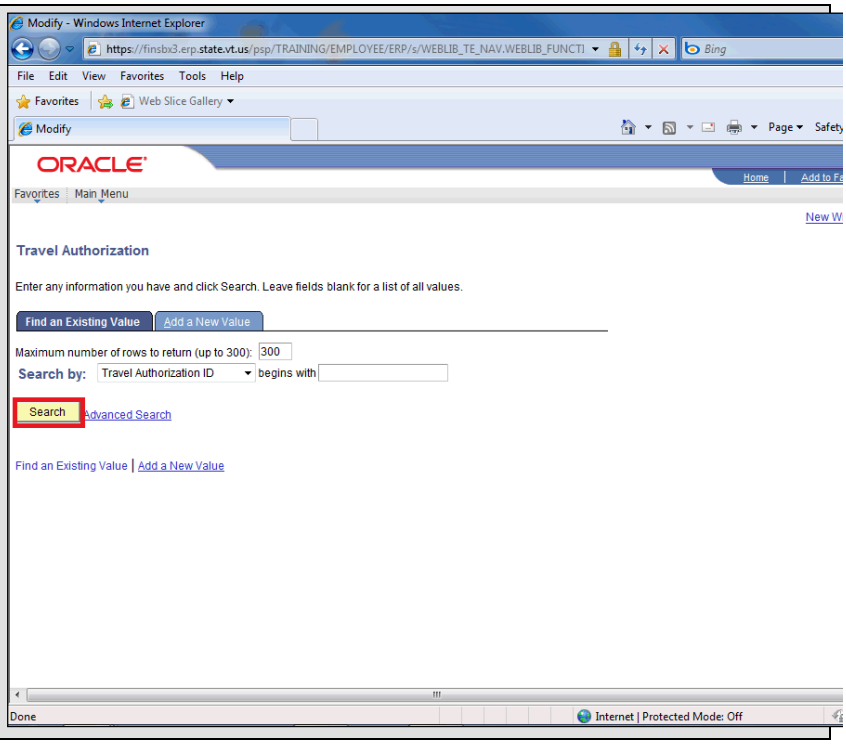
Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Travel Authorizations.

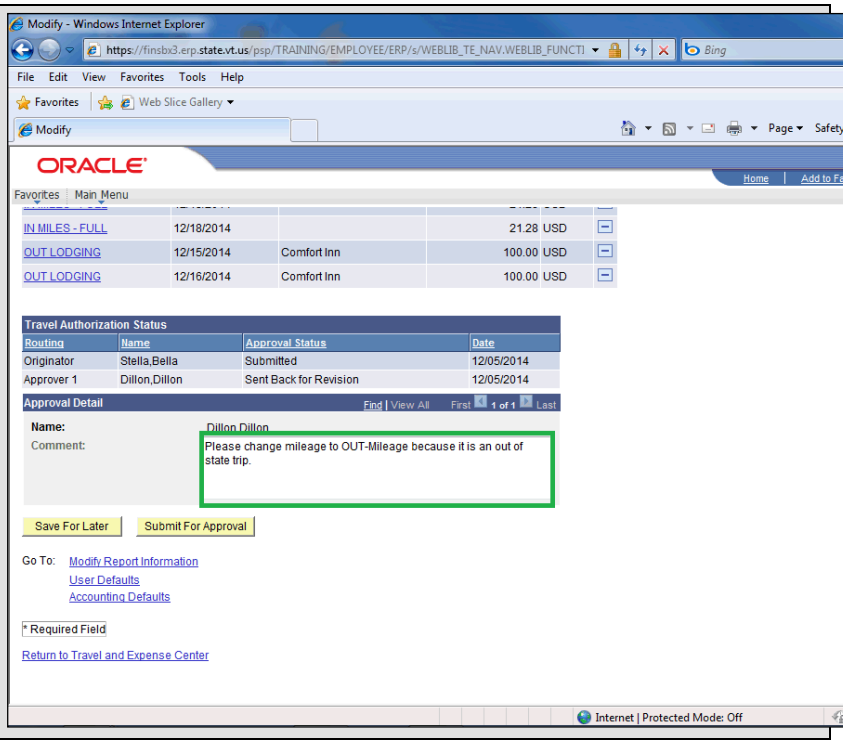
Step	Action	
1.	Click the **Main Menu** button. 	

Step	Action	
2.	Click the **Employee Self-Service** menu. 	

Step	Action	
3.	Click the **Travel and Expense Center** menu. Travel and Expense Center	

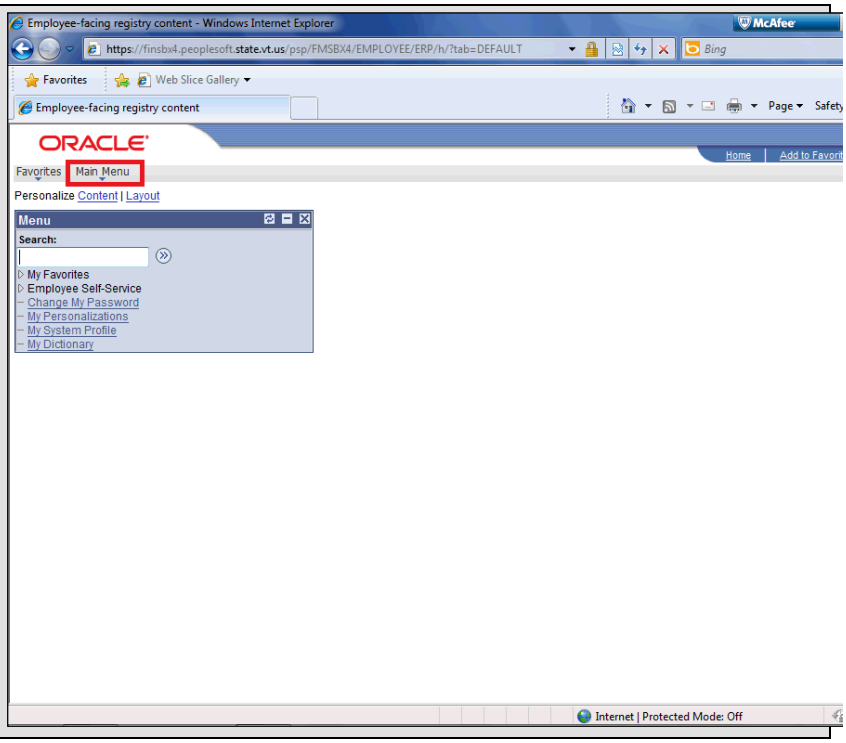
Step	Action	
4.	Under the Travel Authorization menu, Click the **Modify** link. Modify	

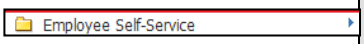
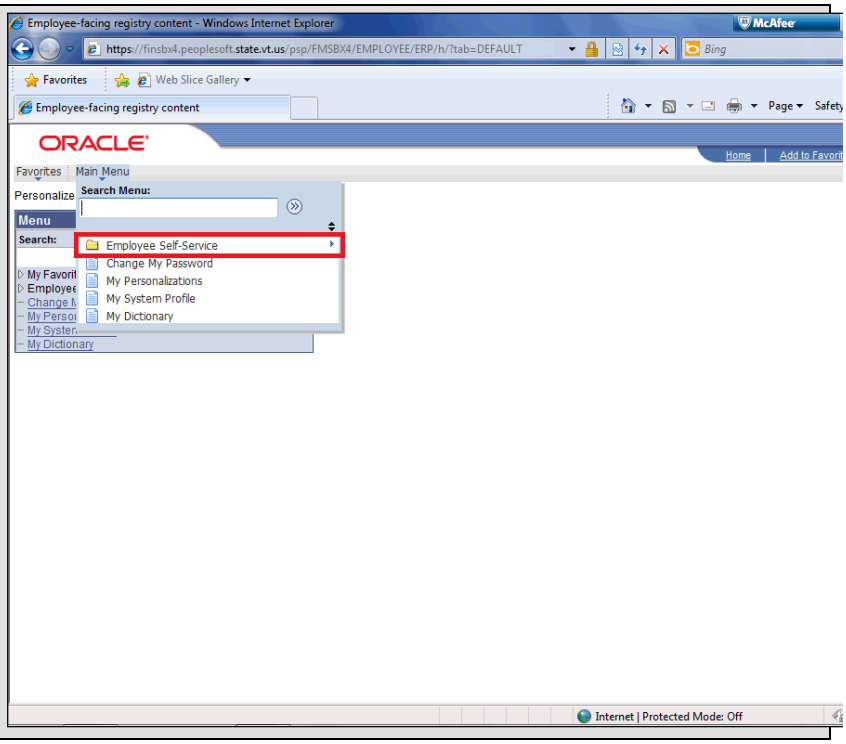
Step	Action	
5.	Clicking the search button will list all authorizations in a pending status or if there is only one, it will bring us right into the authorization. Click the **Search** button. Search	

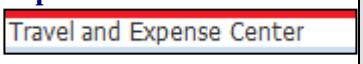
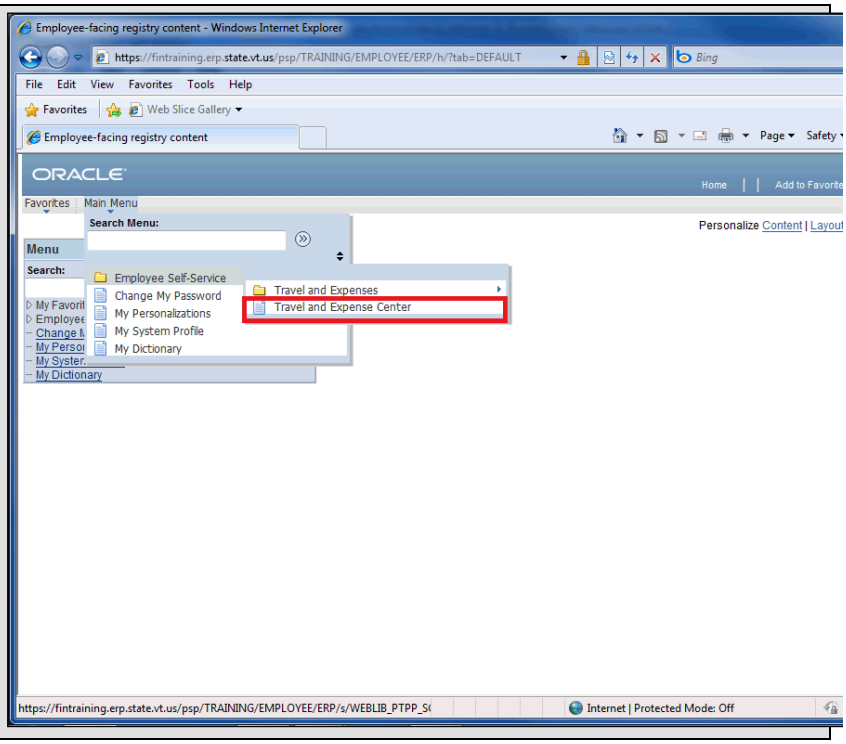
Step	Action	
6.	A comment is required when sending an authorization back for revision. The comment will be at the bottom of the screen. You might need to scroll down if you don't already see it on your page.	

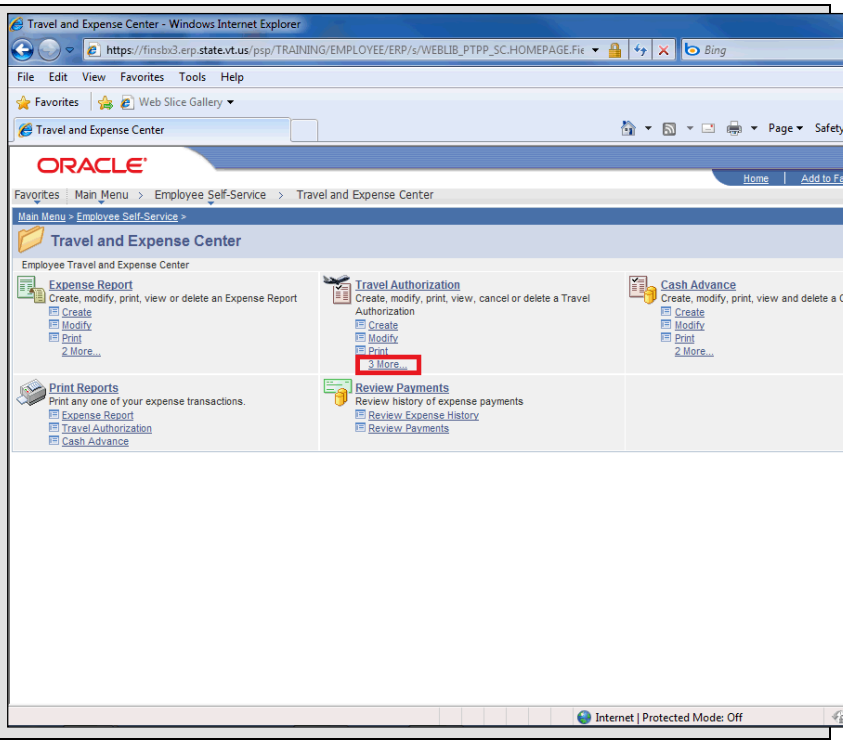
Changes can be made to the Travel Authorization like you would if you were entering the authorization. See Entering a Travel Authorization for more instruction. If an expense type needs to be changed, the line will need to be deleted and reentered with the correct expense type.

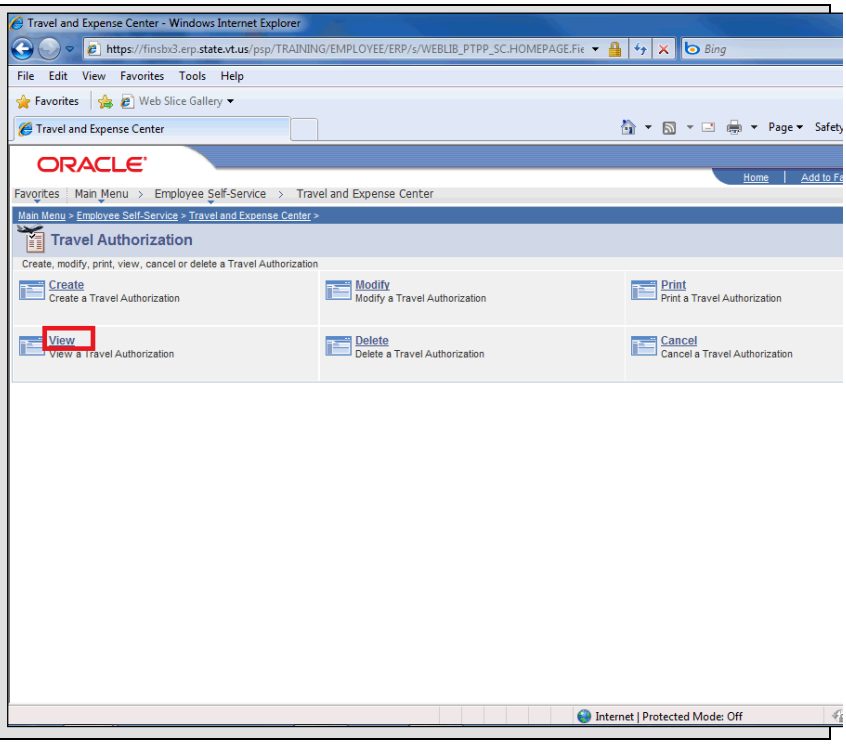
View Travel Authorization

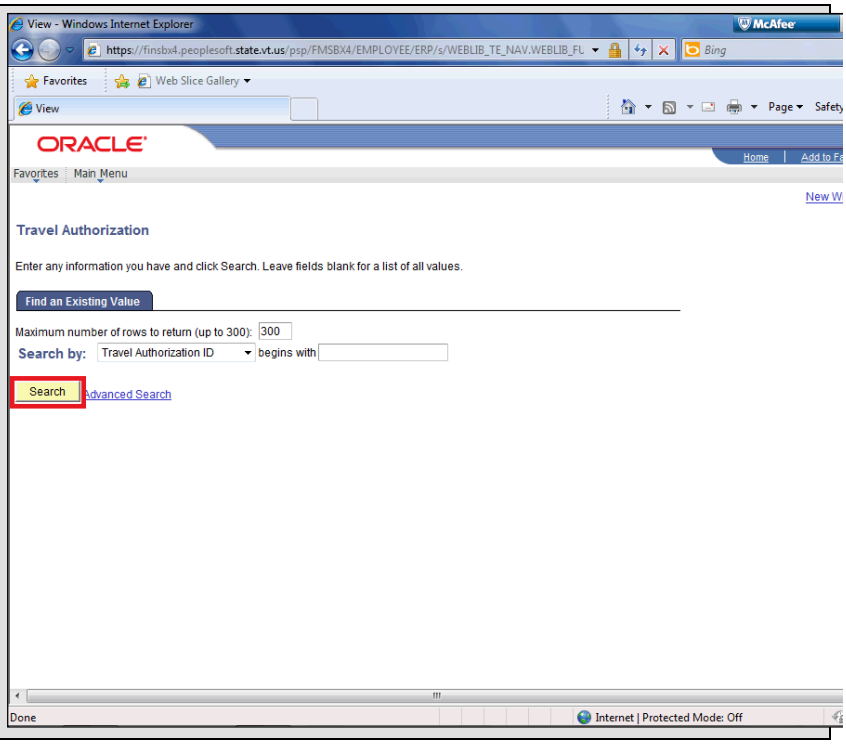
Step	Action	
1.	Click the **Main Menu** button. 	

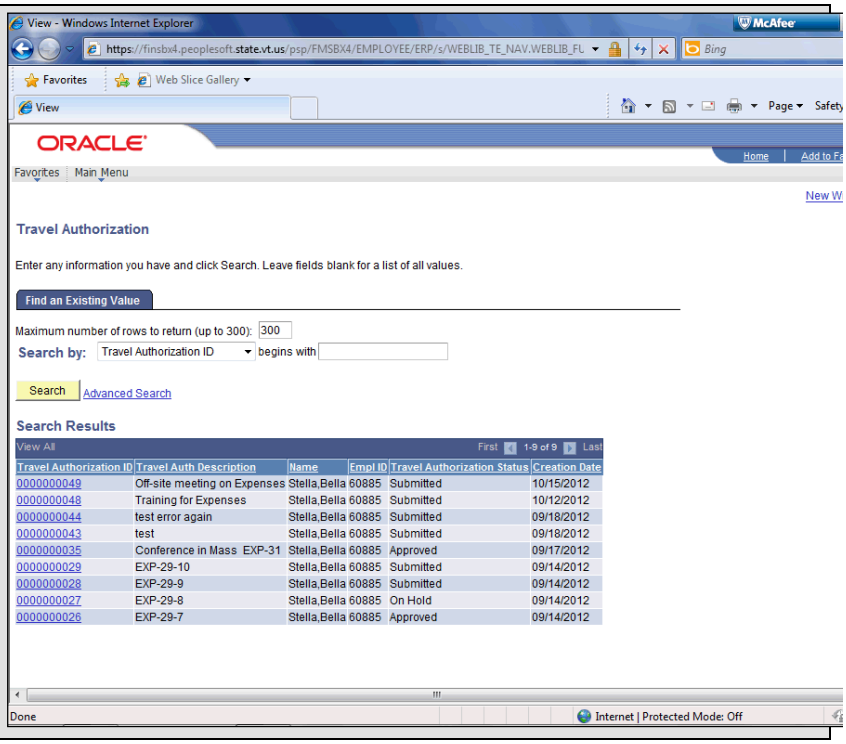
Step	Action	
2.	Click on **Employee Self-Service.** 	

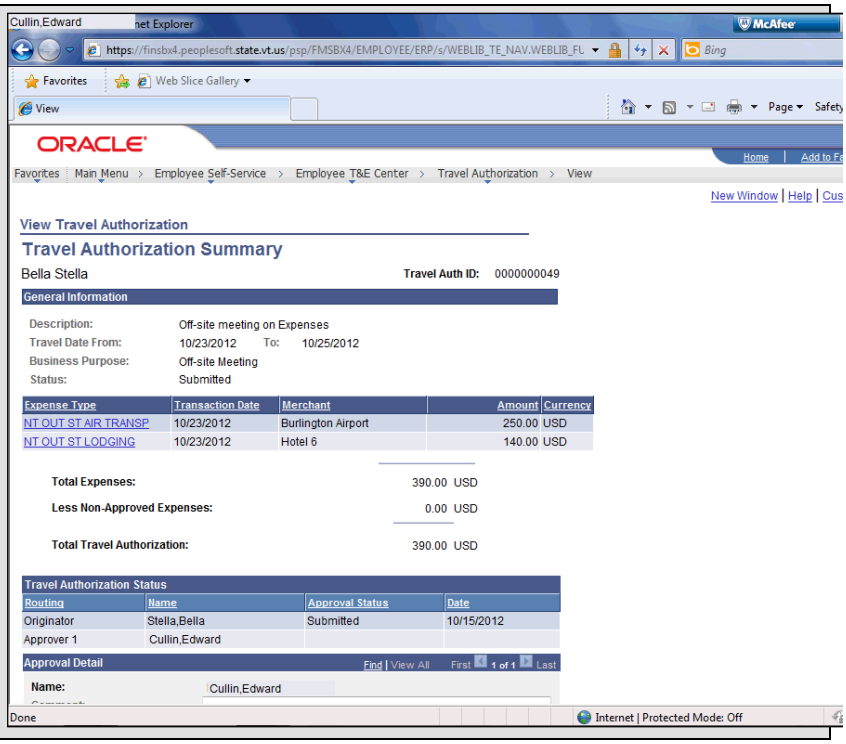
Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Travel Authorization Menu, Click the **3 More...** link. 	

Step	Action	
5.	Click the **View** link. View	

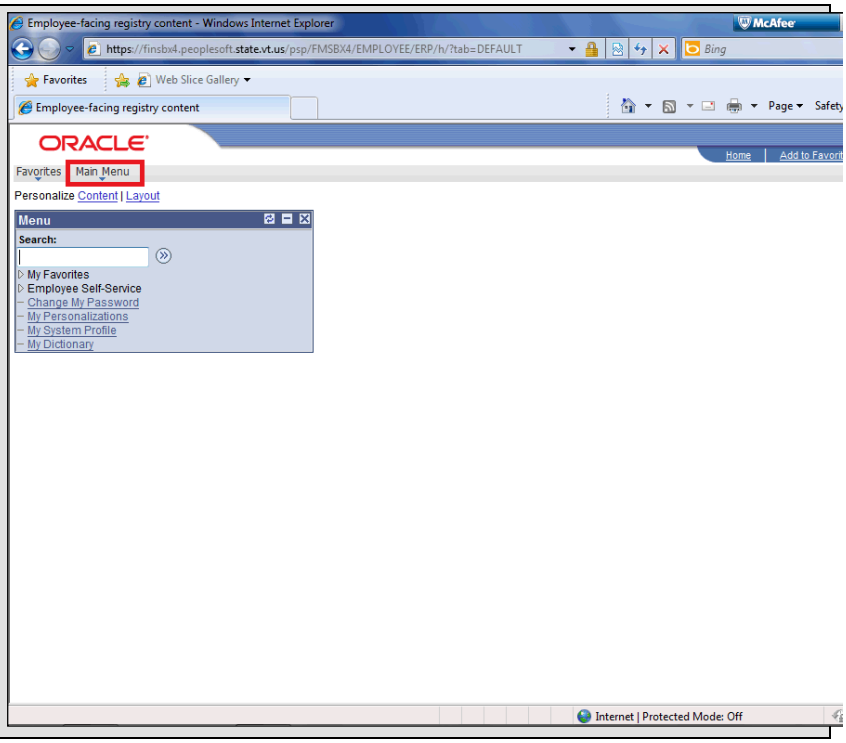
Step	Action	
6.	If you know the Travel Authorization # it can be entered here. To view all expenses click the **Search** button. Search Note: The system will return a maximum of 300. If you have more than that amount the advanced search link next to the Search button can be used to narrow down to a date range.	

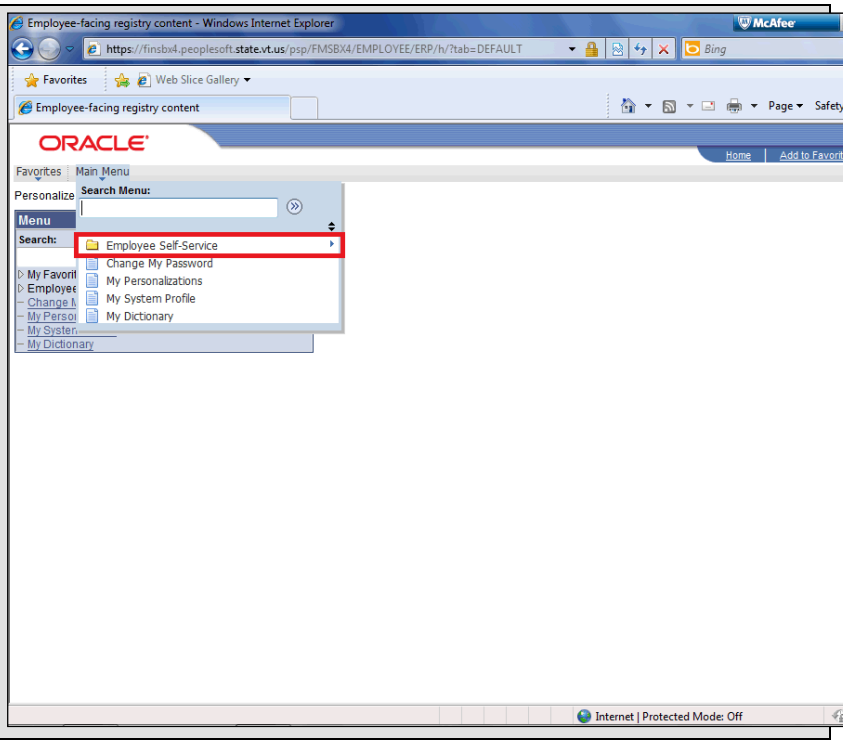
Step	Action	
7.	Select the Travel Authorization you would like to view.	

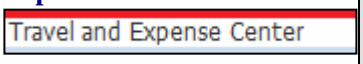
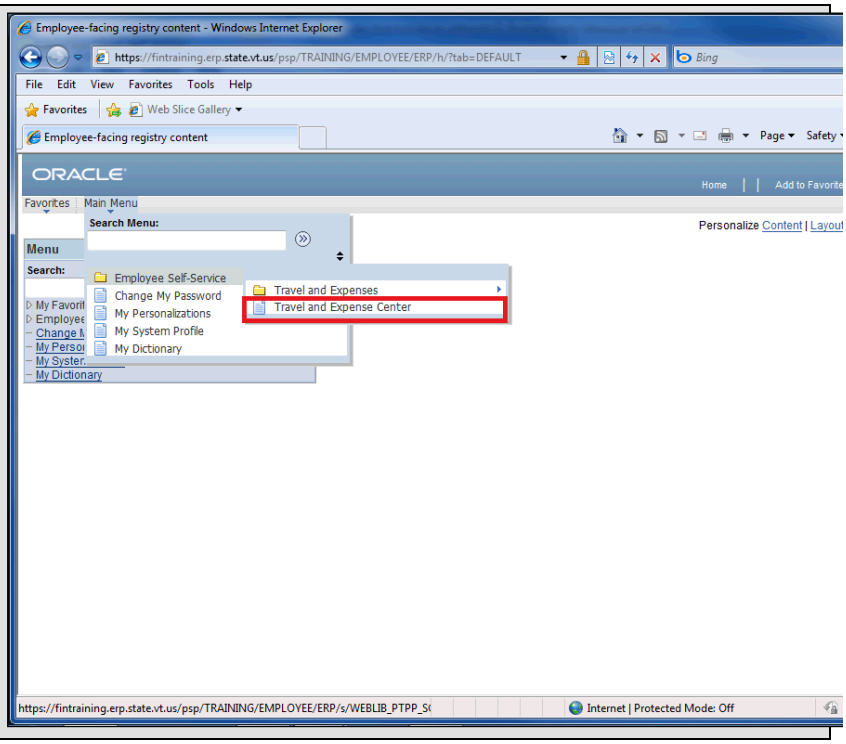
Step	Action	
8.	All fields will be grayed out when viewing an authorization. The status will be located in the Travel Authorization Status section.	

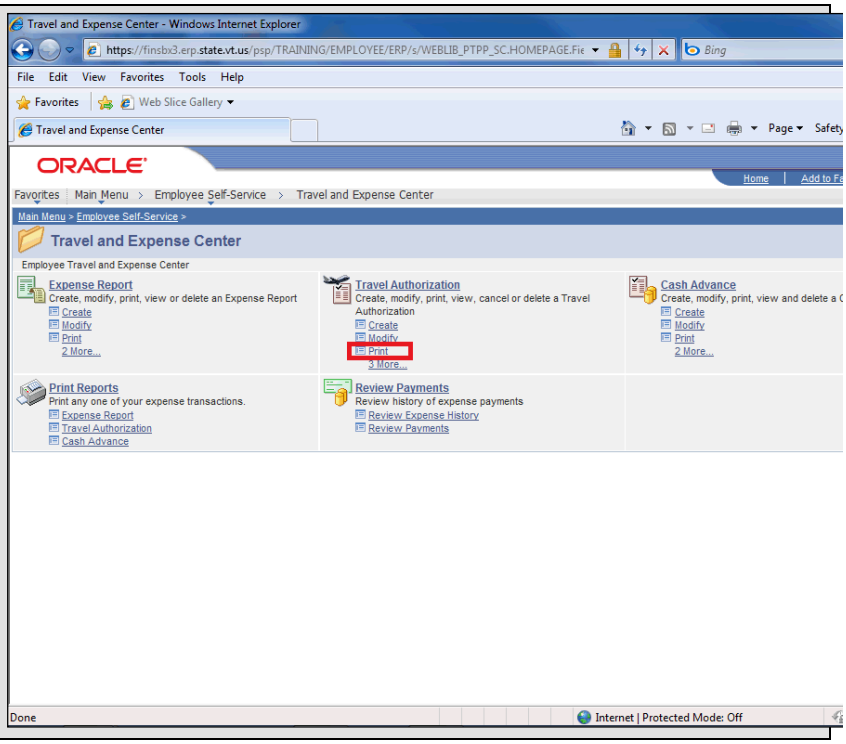
Print a Travel Authorization

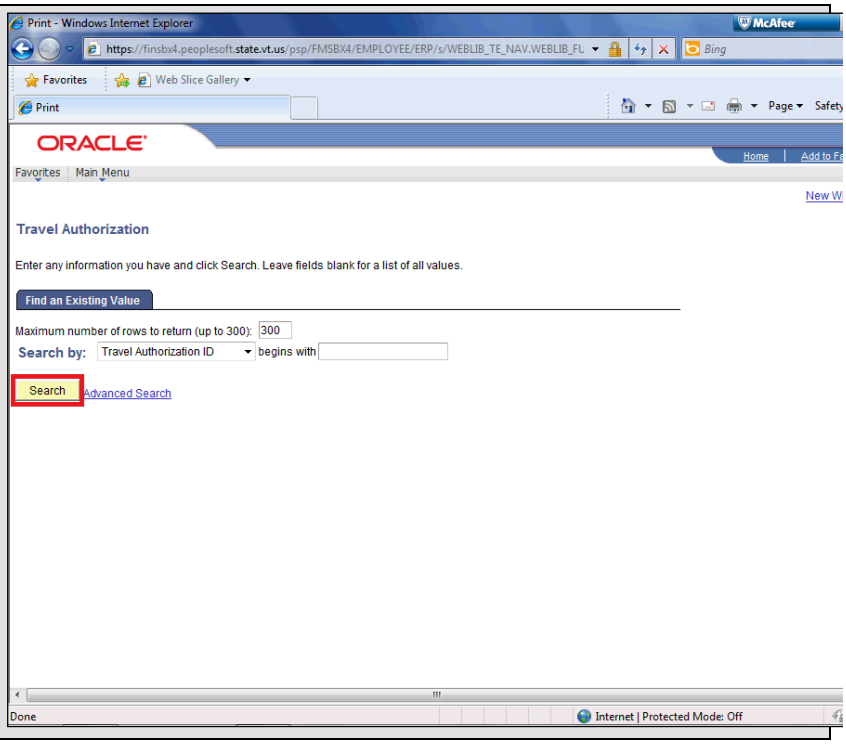
Travel Authorizations are available to view in the system and it is not necessary to print

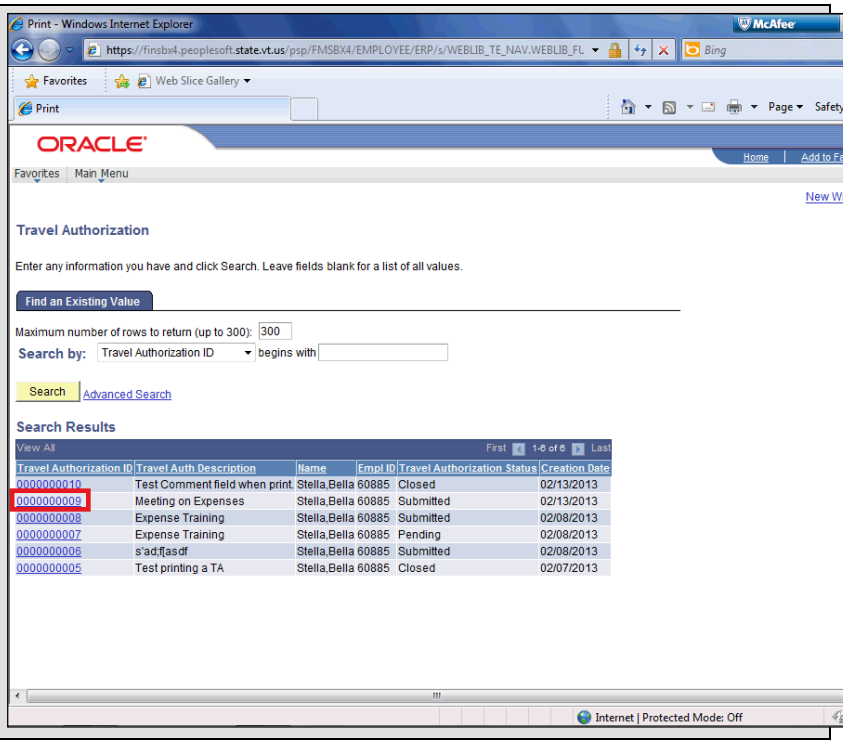
Step	Action	
1.	Click the **Main Menu** button. 	

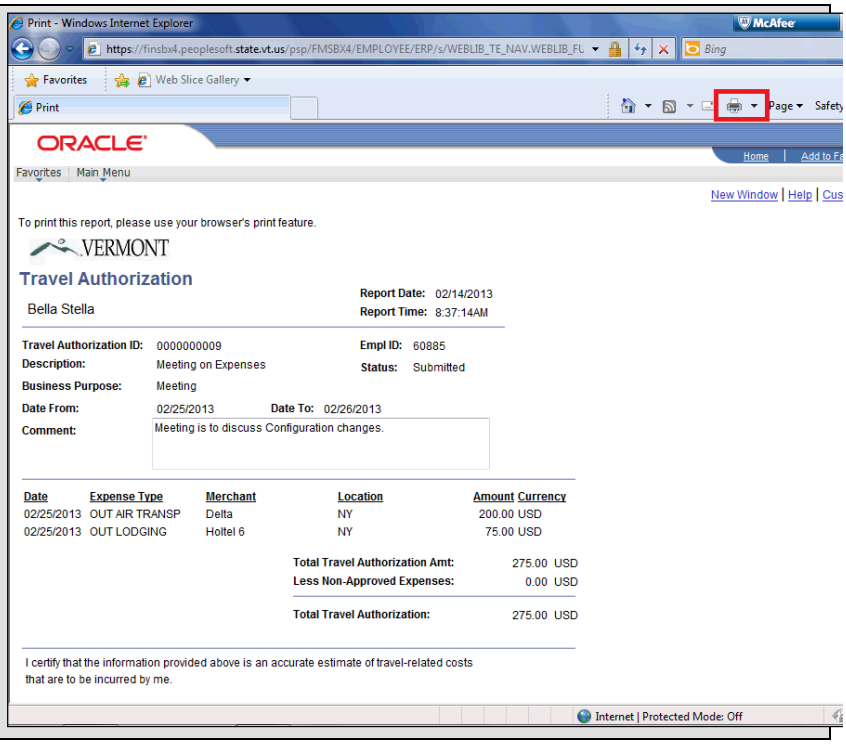
Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Travel Authorization menu Click the **Print** link. 	

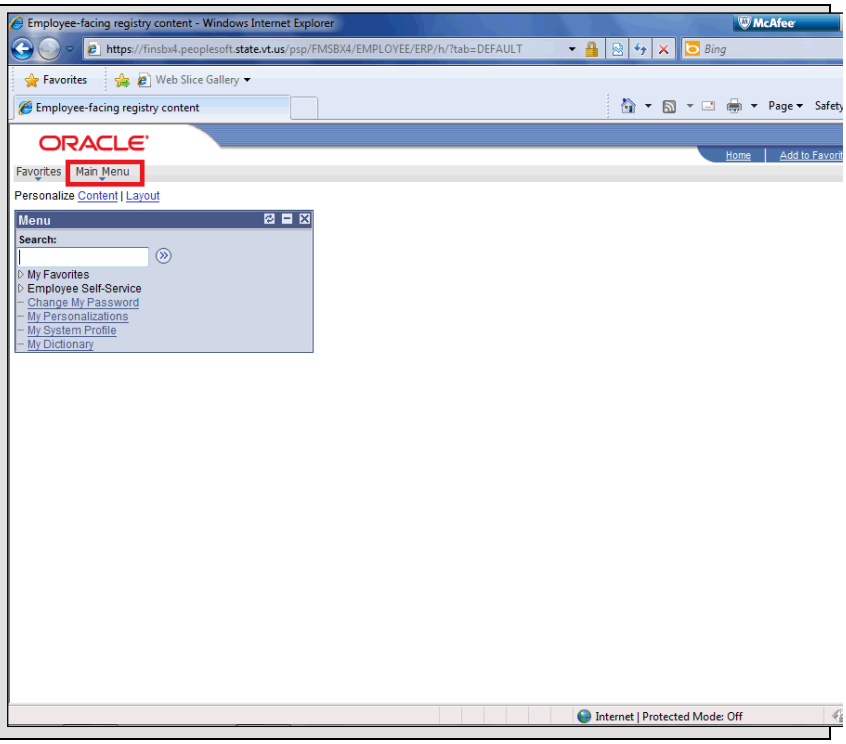
Step	Action	
5.	If you have the Travel Authorization # that you want to print you can enter the number into the Travel Authorization Id field or you can search to select. Click the **Search** button. 	

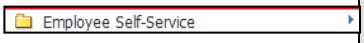
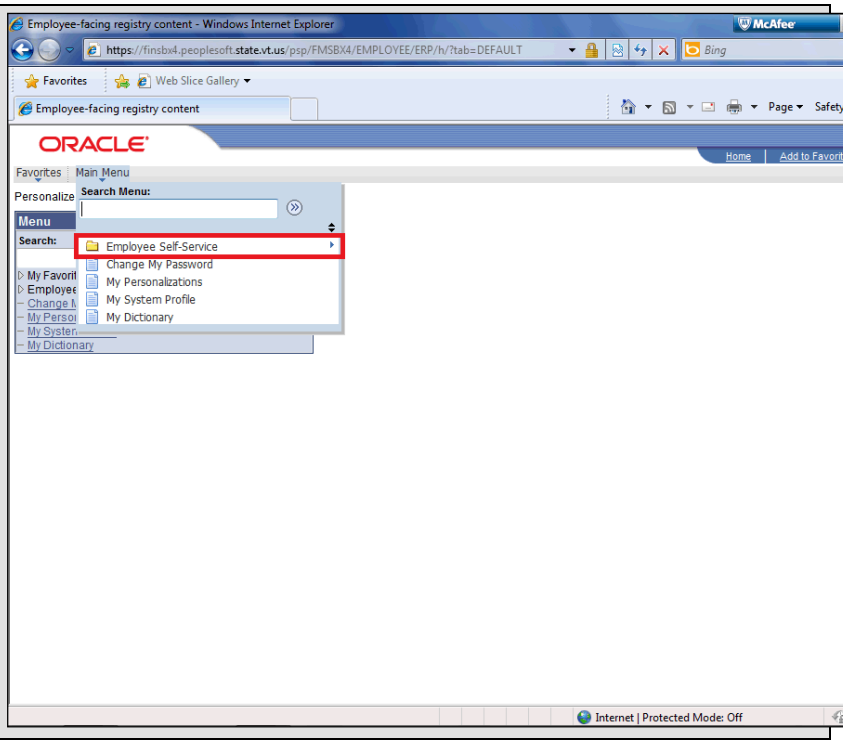
Step	Action	
6.	Select the Travel Authorization you want to print.	

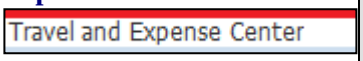
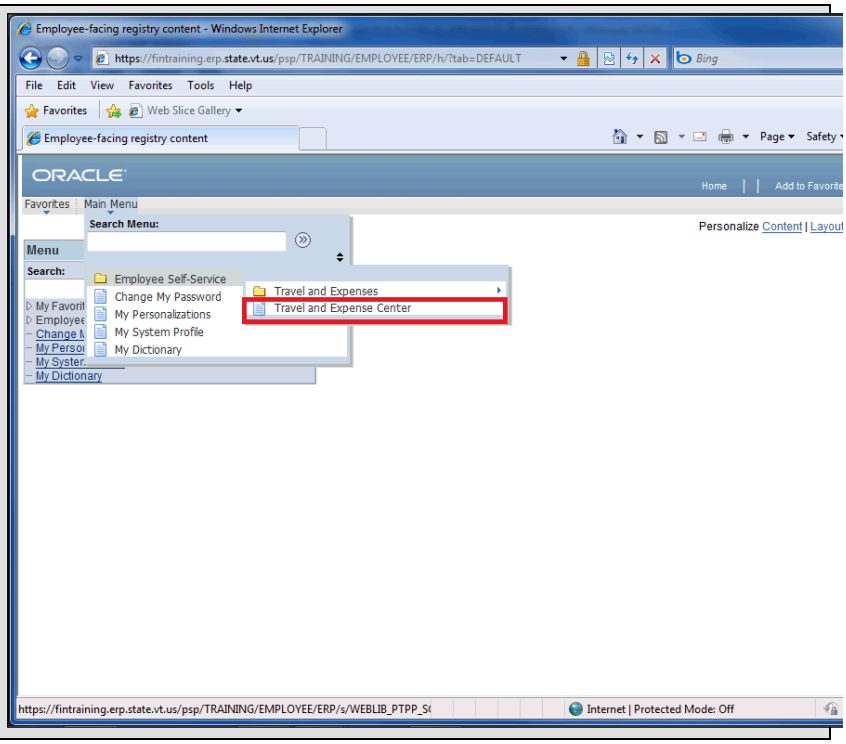
Step	Action	
7.	A printable version of the Authorization will be available on the screen. Follow the instructions you currently use to print from your browser.	

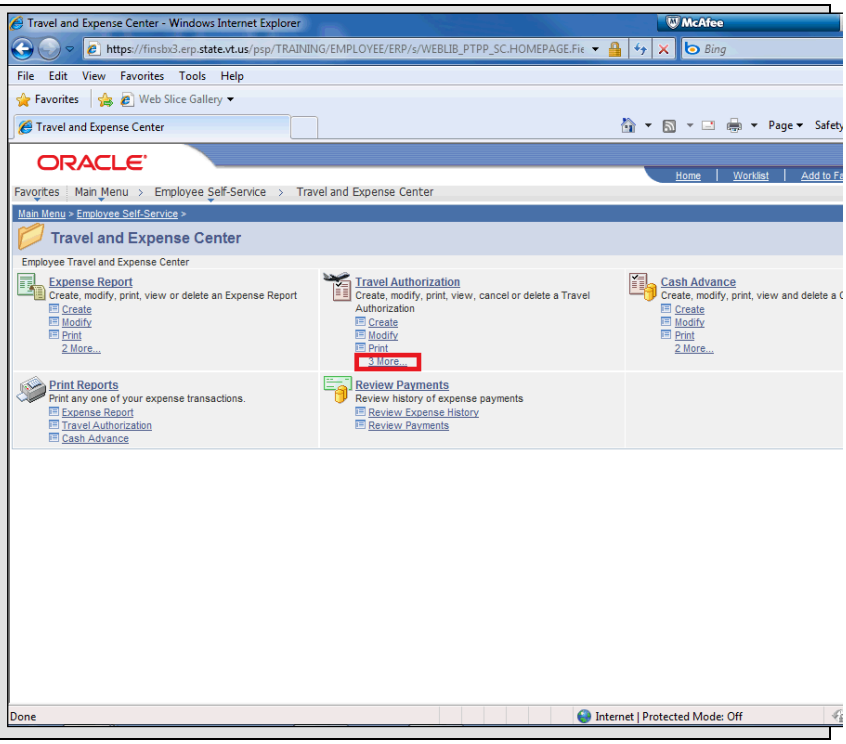
Delete a Travel Authorization

Travel Authorizations can only be deleted when they are in a pending status. Travel Authorizations might need to be deleted when it is a duplicate, no longer needed, or not completed before month end closing.
Note: If the authorization is valid but needs to be deleted for month end closing, it can be copied and the old authorization can then be deleted.

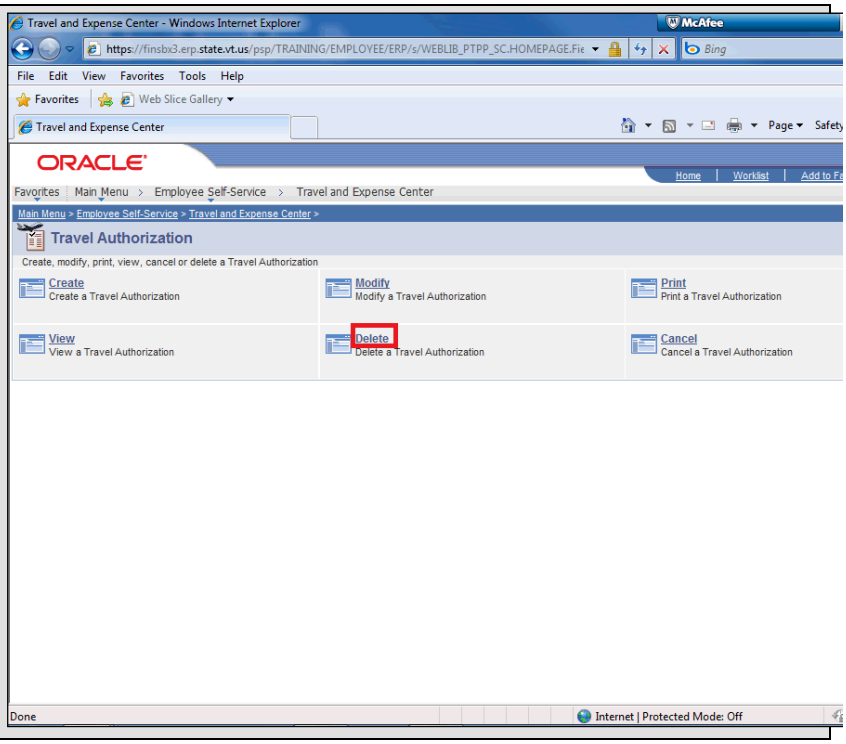
Step	Action	
1.	Click the **Main Menu** button. 	

Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Travel Authorization menu, Click the **3 More...** link. 	

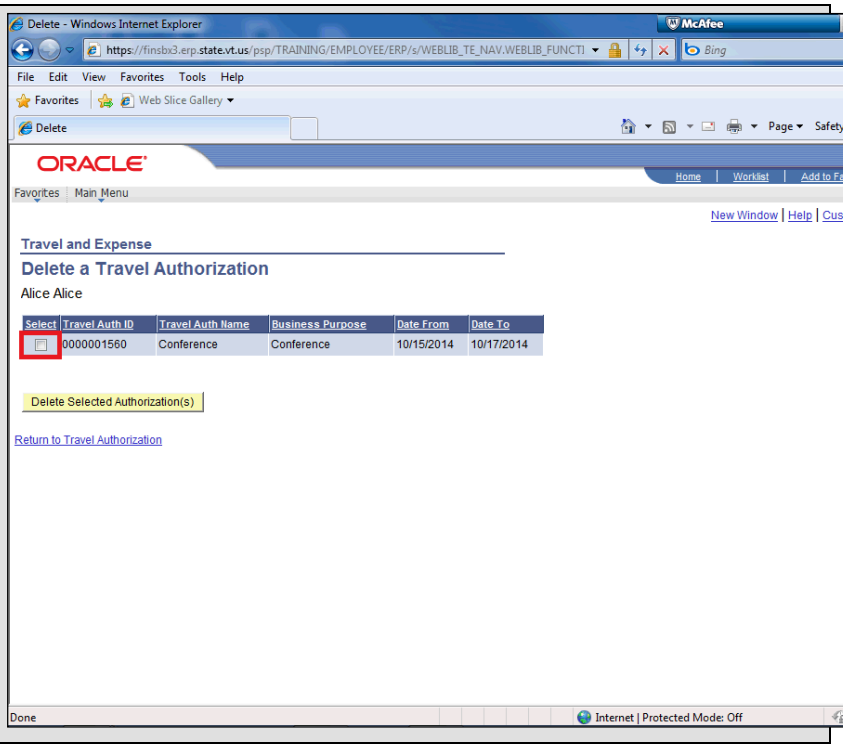
Step	Action
5.	Click the **Delete** link. Delete

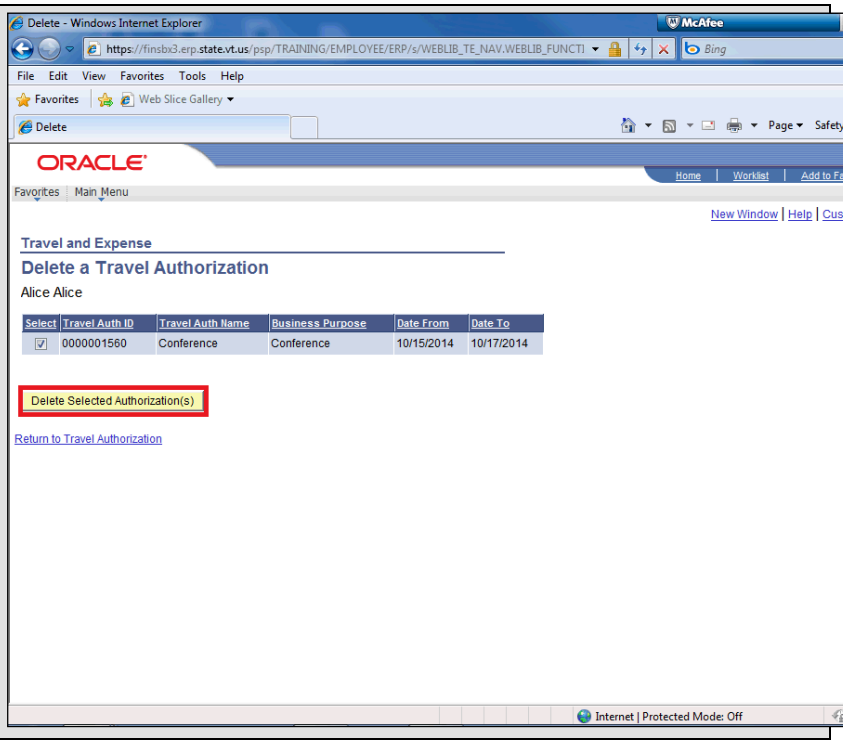


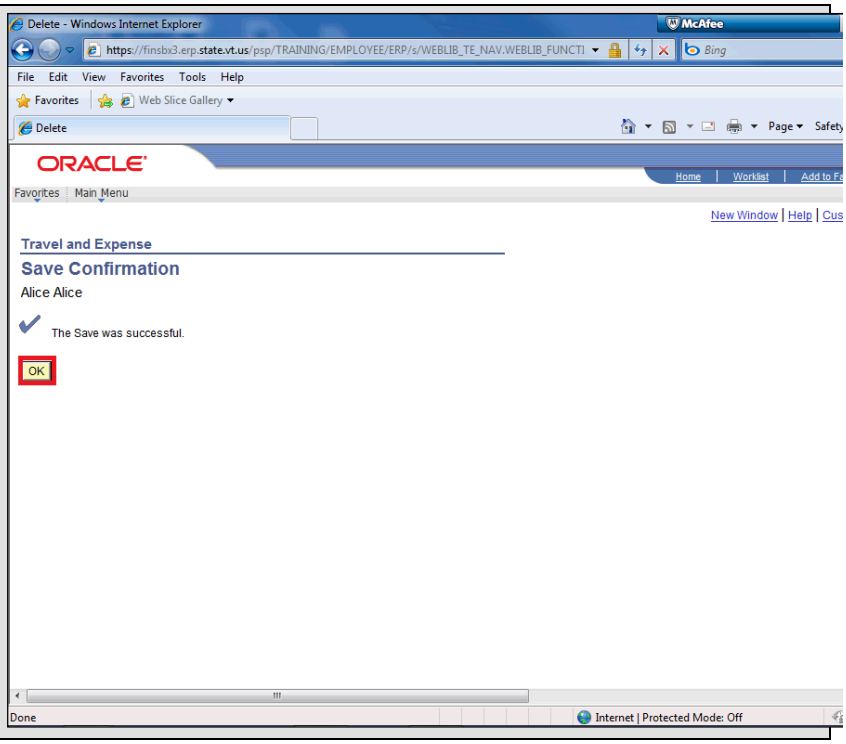
Any Travel Authorization that is in a pending status will show up available to delete.

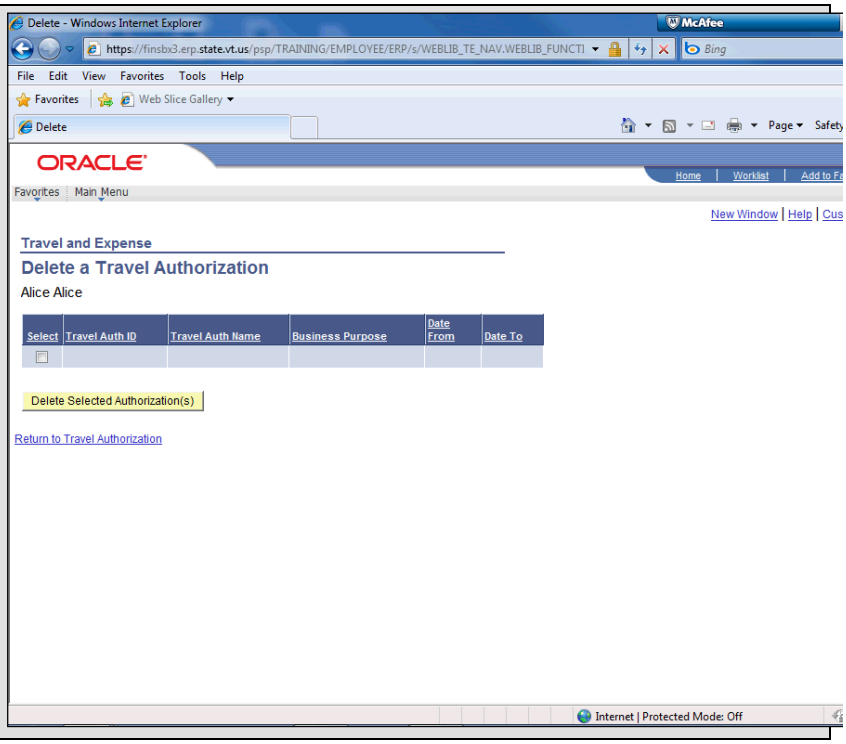
If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

Step	Action
6.	Select the authorization you want to delete,



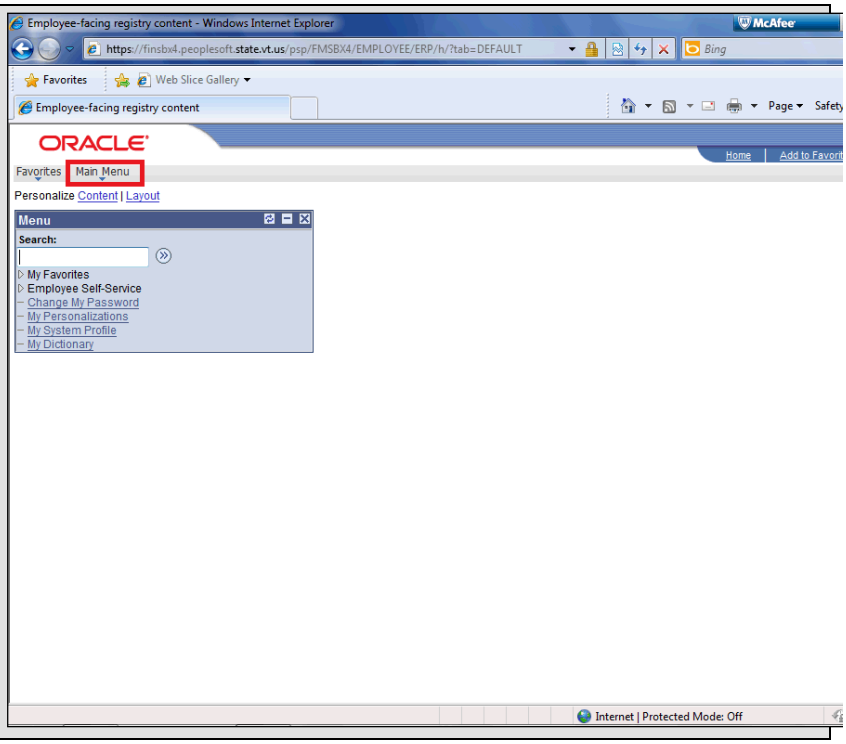
Step	Action	
7.	Click the **Delete Selected Authorization(s)** button. Delete Selected Authorization(s)	

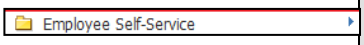
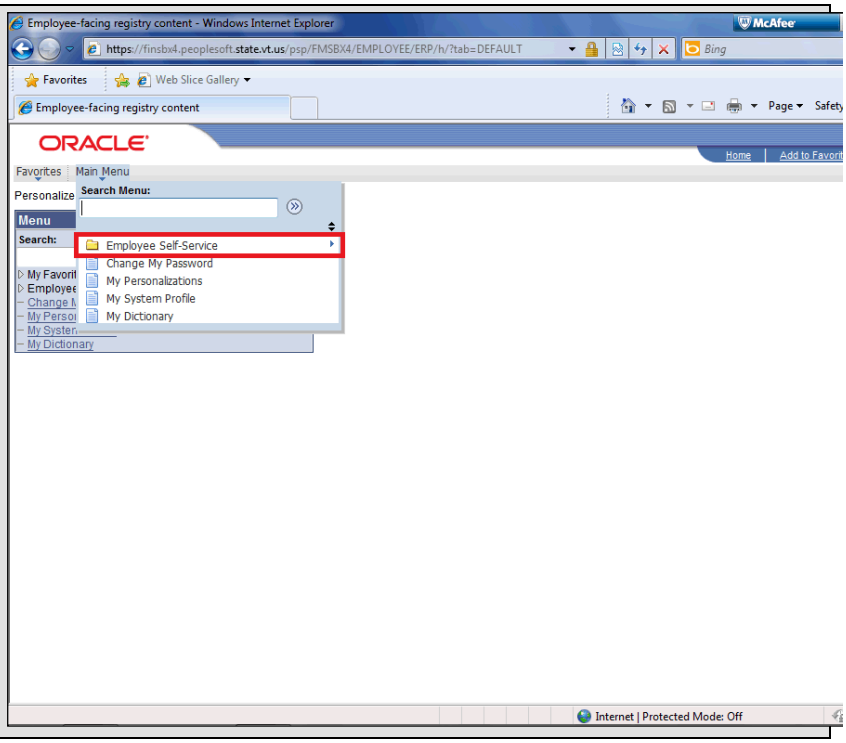
Step	Action	
8.	Click the **OK** button. OK	

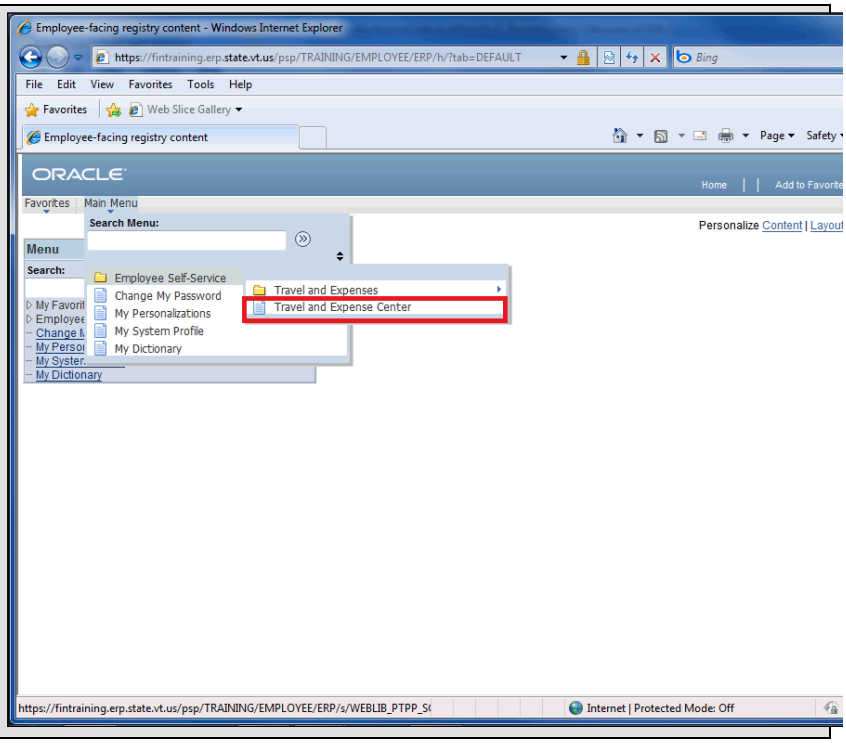
Step	Action	
9.	The deleted Travel Authorization will no longer be available to view, modify, or print.	

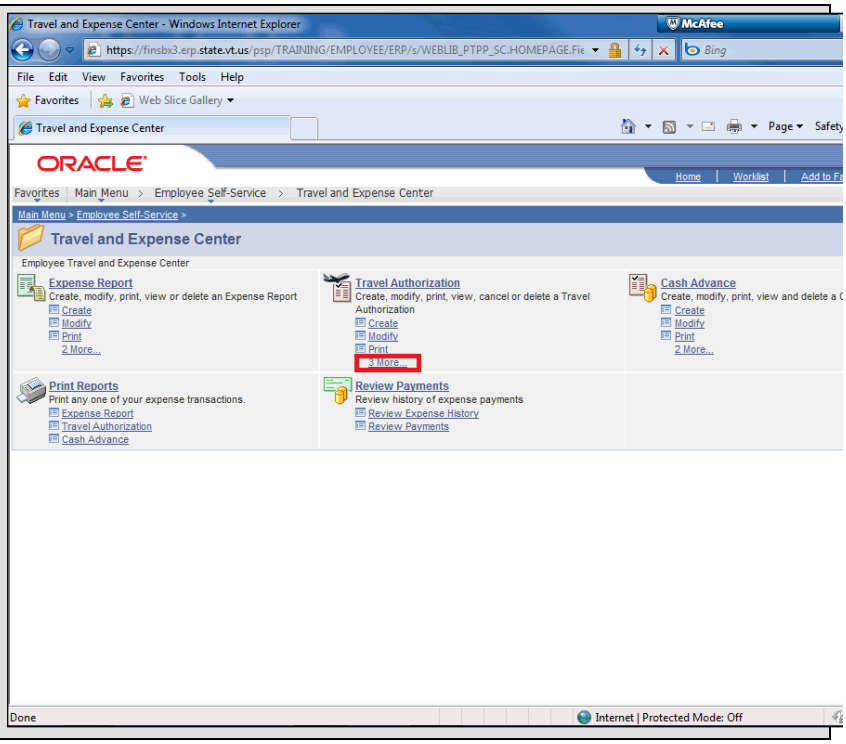
Cancel a Travel Authorization

Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

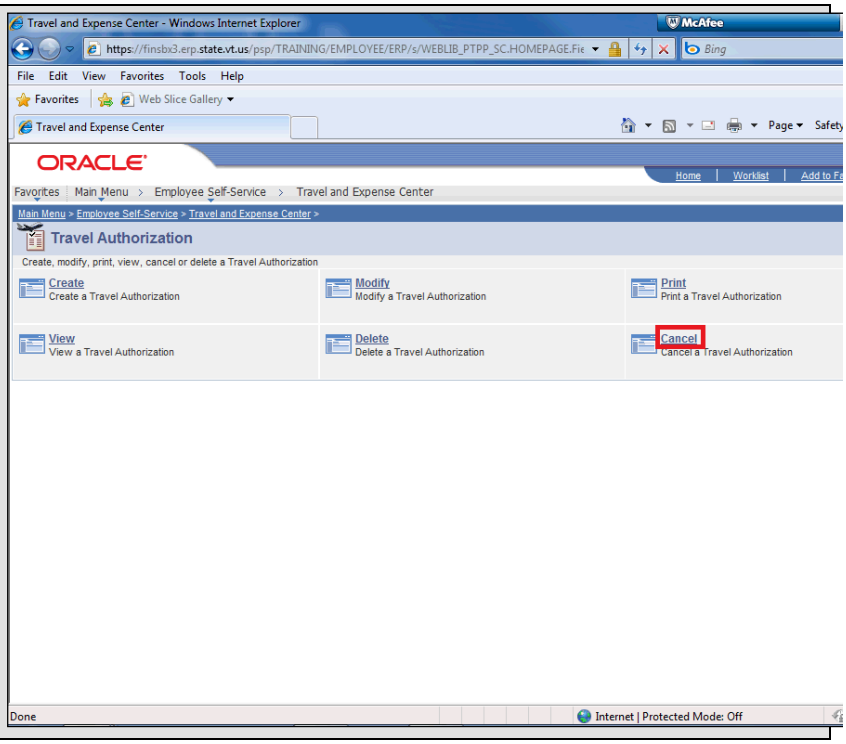
Step	Action	
1.	Click the **Main Menu** button. 	

Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. Travel and Expense Center	

Step	Action	
4.	Under the Travel Authorization menu, Click the **3 More...** link. 3 More...	

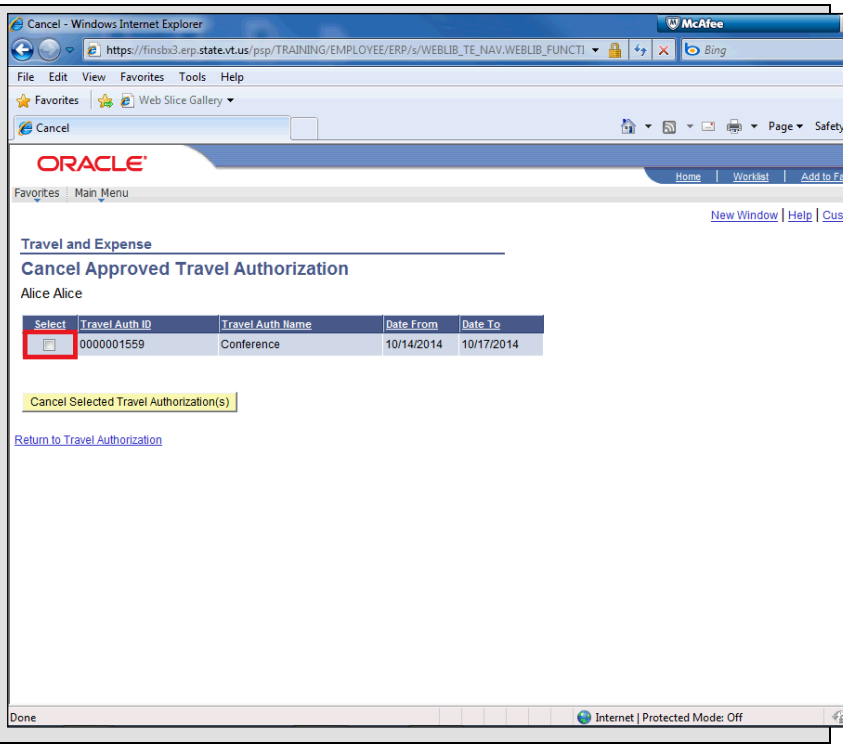
Step	Action
5.	Click the **Cancel** link. Cancel

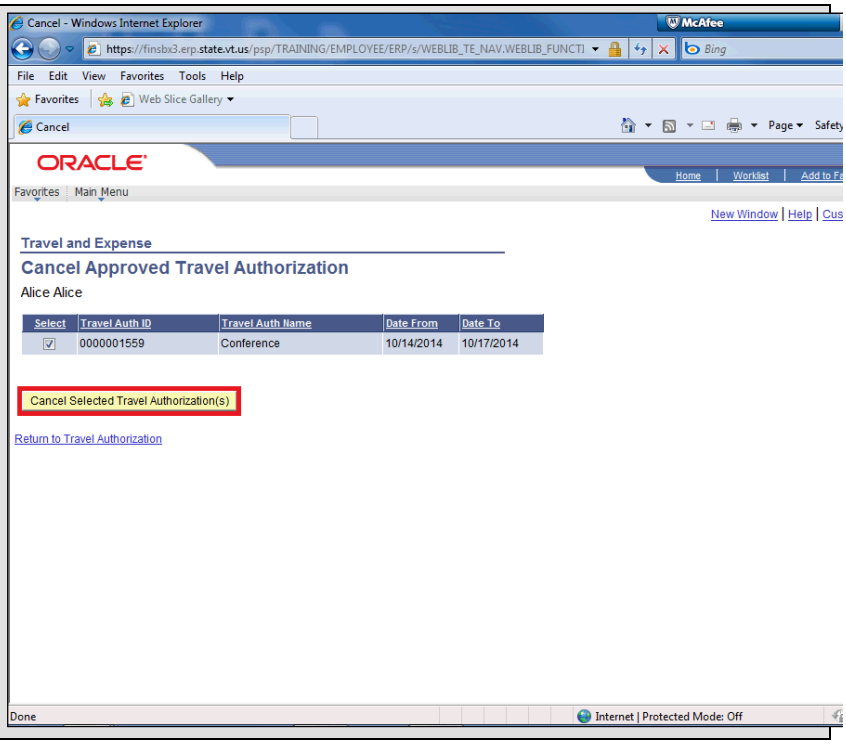


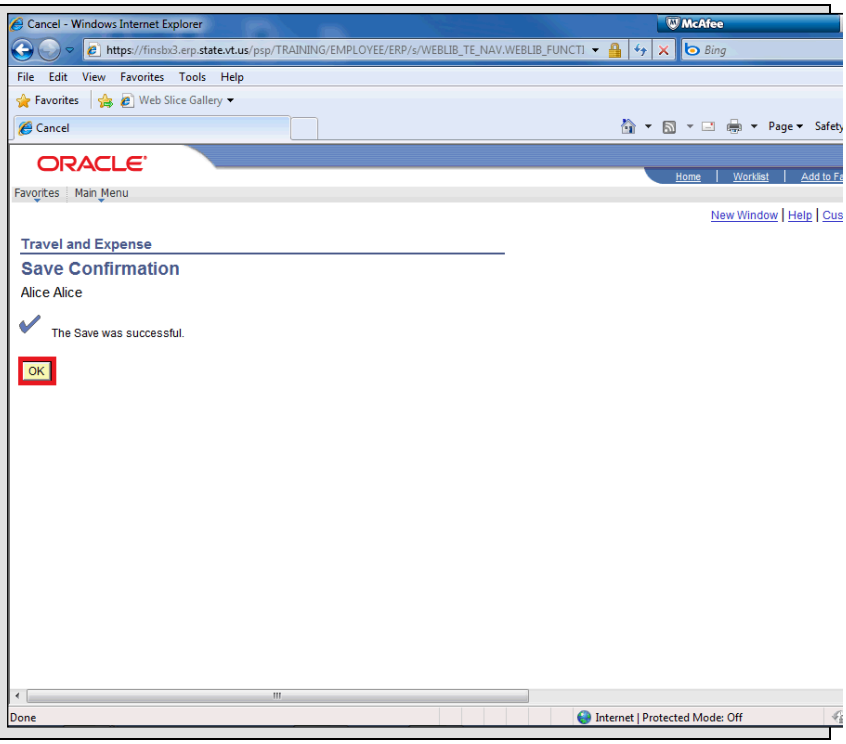
All the approved Travel Authorizations that are not completed will be listed.

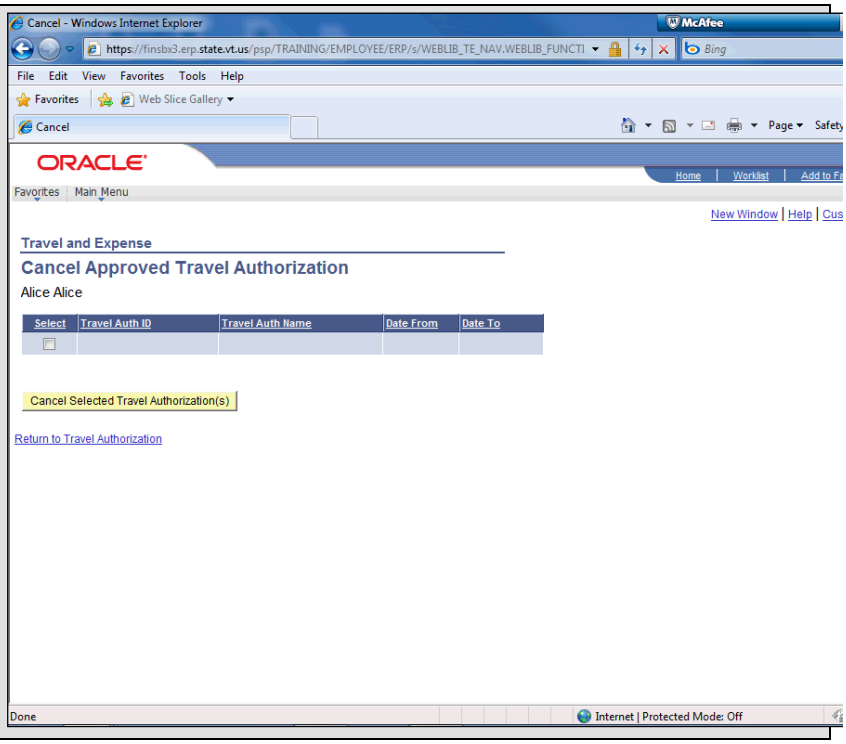
If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

Step	Action
6.	Select the report you want to delete,



Step	Action	
7.	Click the **Cancel Selected Travel Authorization(s)** button. Cancel Selected Travel Authorization(s)	

Step	Action	
8.	Click the **OK** button. OK	

Step	Action	
9.	The cancelled Travel Authorization should now be in a closed status.	

CASH ADVANCES

CREATE Cash Advance (approved TA in VISION required)

Procedure

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Cash Advances.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.

2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct vendor payments should be used to minimize employee reimbursements.

3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.

4. **Save for Later**- Save often while working in the expense module, click the "Save for Later" button to prevent the "data inconsistent with database" error that will not allow you to save or submit.

5. **Minimum advance amount $200-** The amount of the advance must not exceed the Travel Authorization and must be over $200.

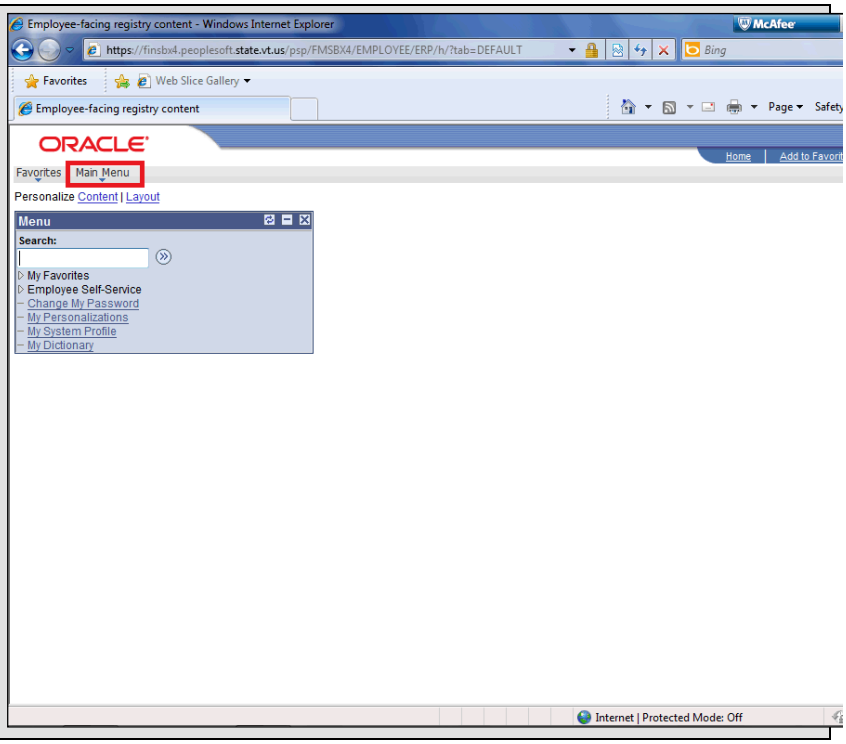
6. **Taxable over 120 days**- Any advance in excess of actual expenses that is not re-paid within 120 days after the expenses were paid or incurred will be treated as taxable income to the employee and department in accordance with IRS Accountable Plan rules.

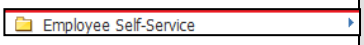
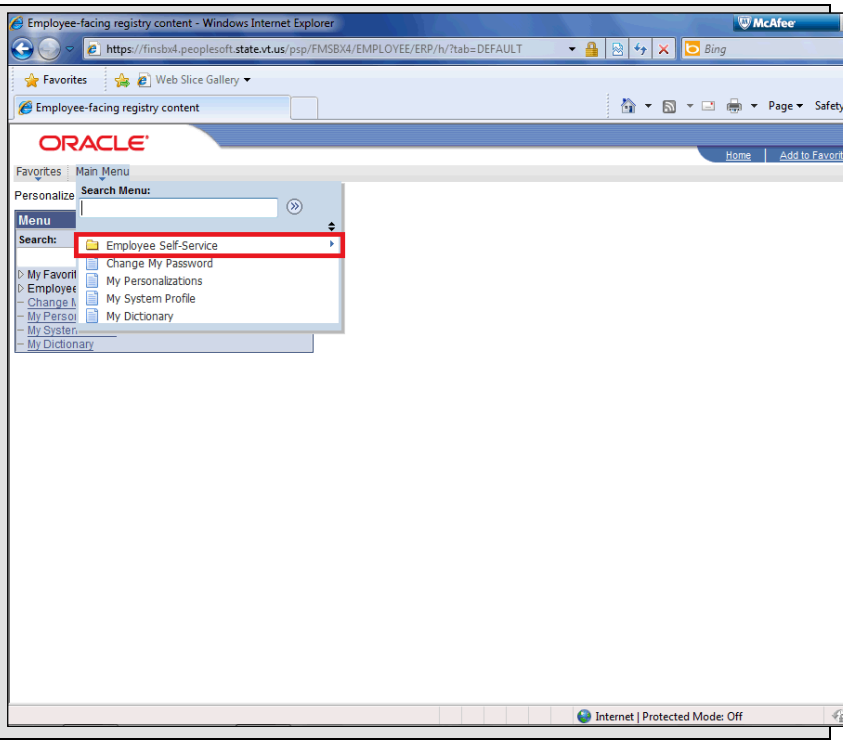
7. **Advances may be issued no sooner than 30 days prior to trip start date**

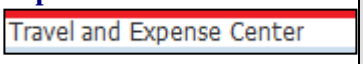
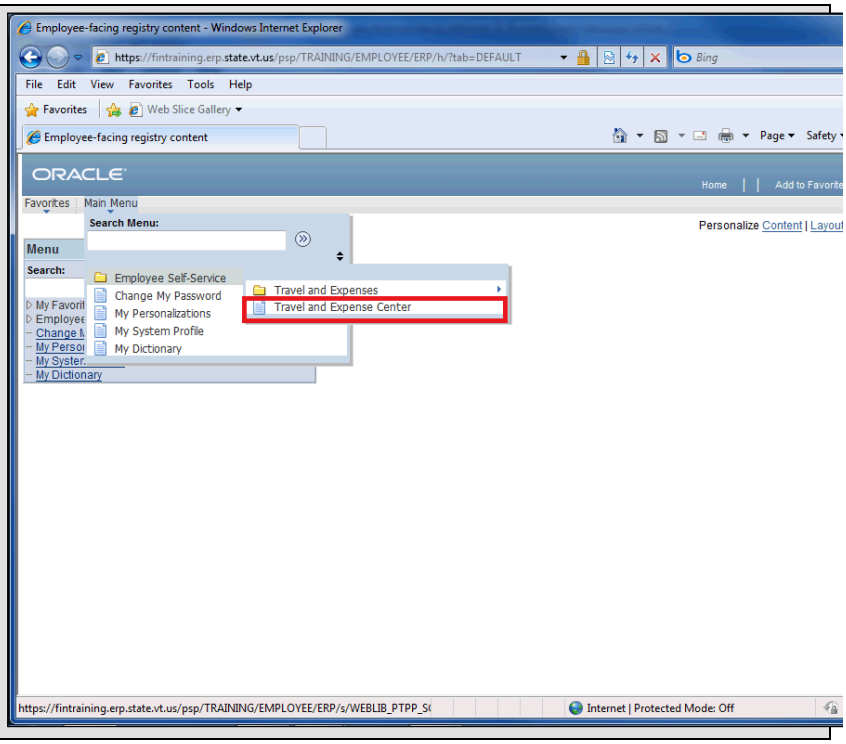
8. **An Approved Travel Authorization in VISION is required to submit a Cash Advance.**

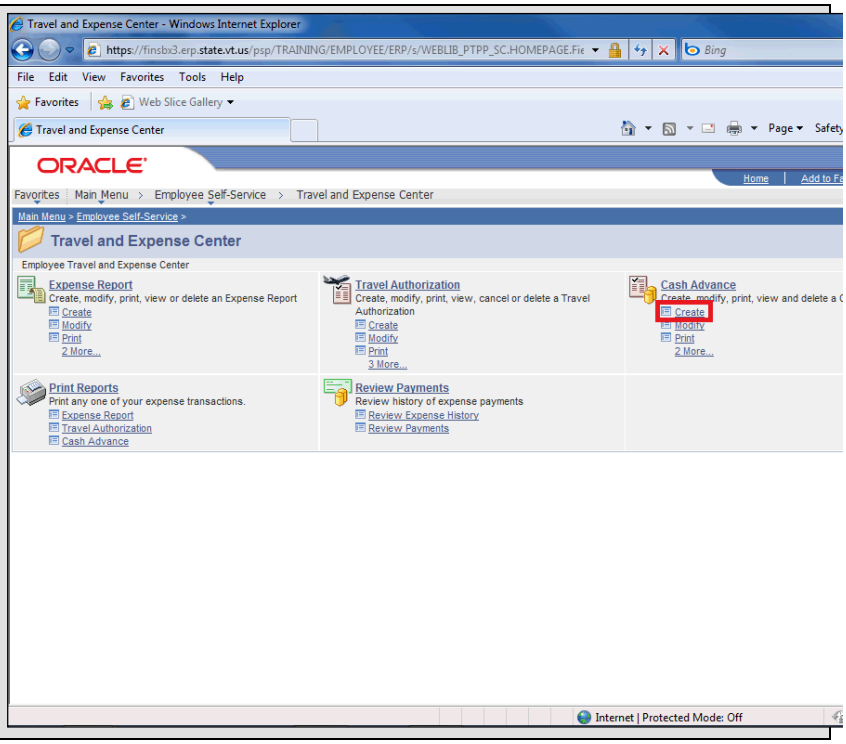
9. **Cash advances will be deposited into your direct deposit (balance or 999) account.**

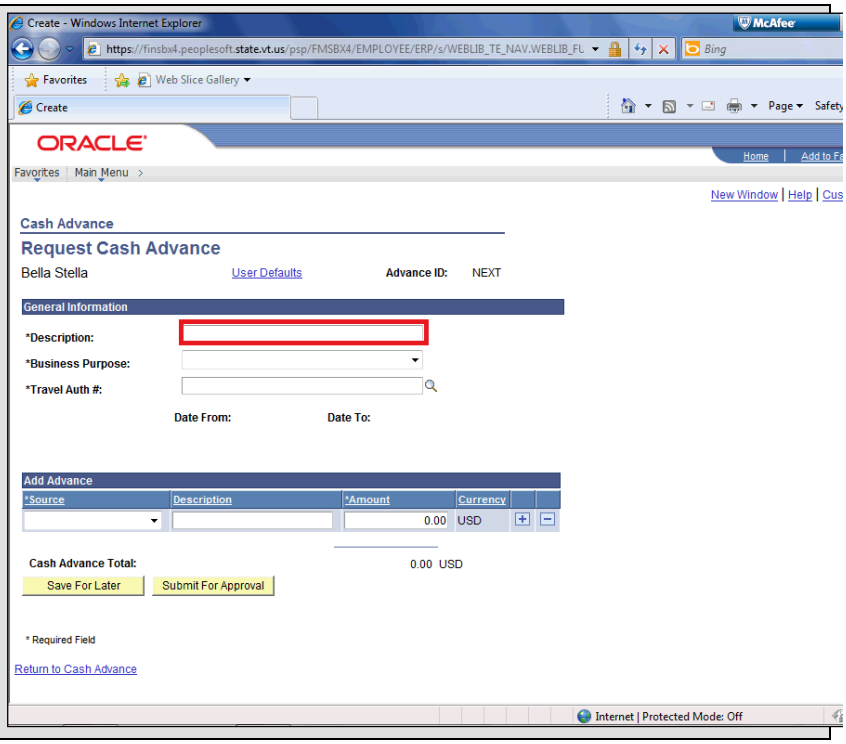
10. **An Expense Report will need to be completed after the travel occurs starting with the Travel Authorization and applying the cash advance.**

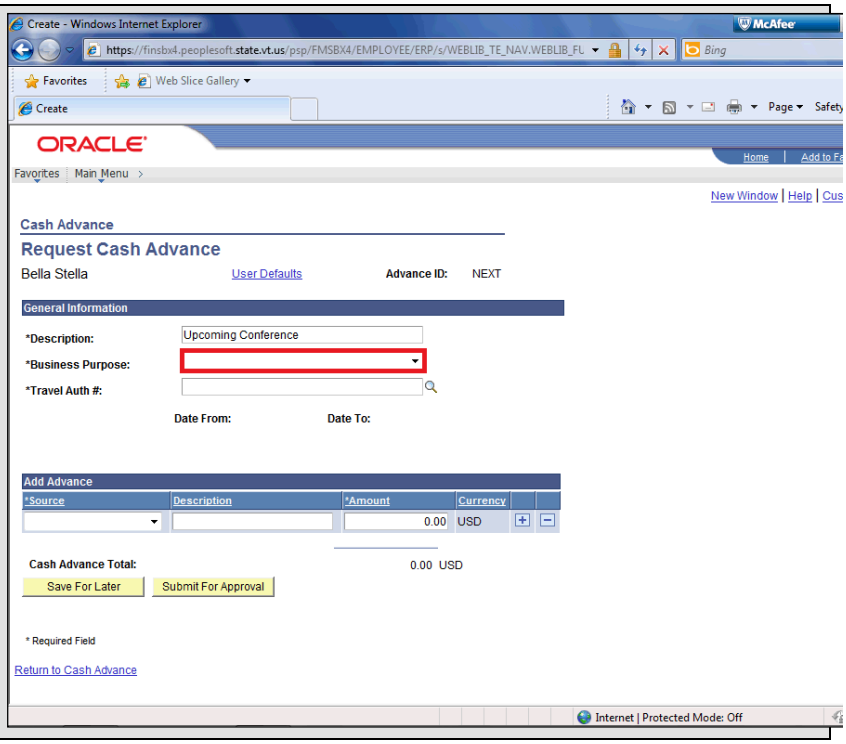
Step	Action	
1.	Click the **Main Menu** button. 	

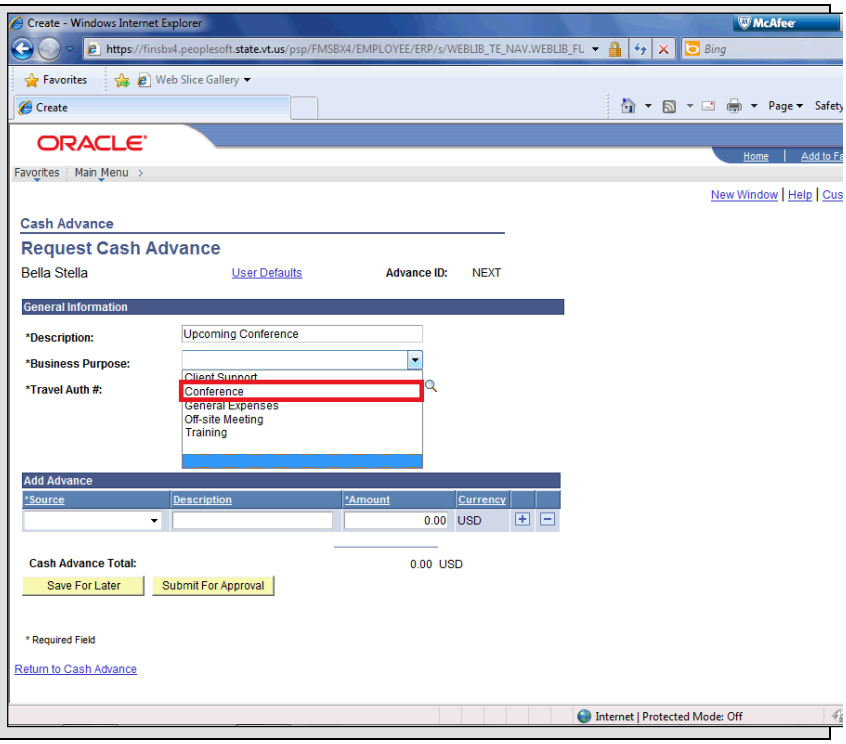
Step	Action	
2.	Click on **Employee Self-Service.** 	

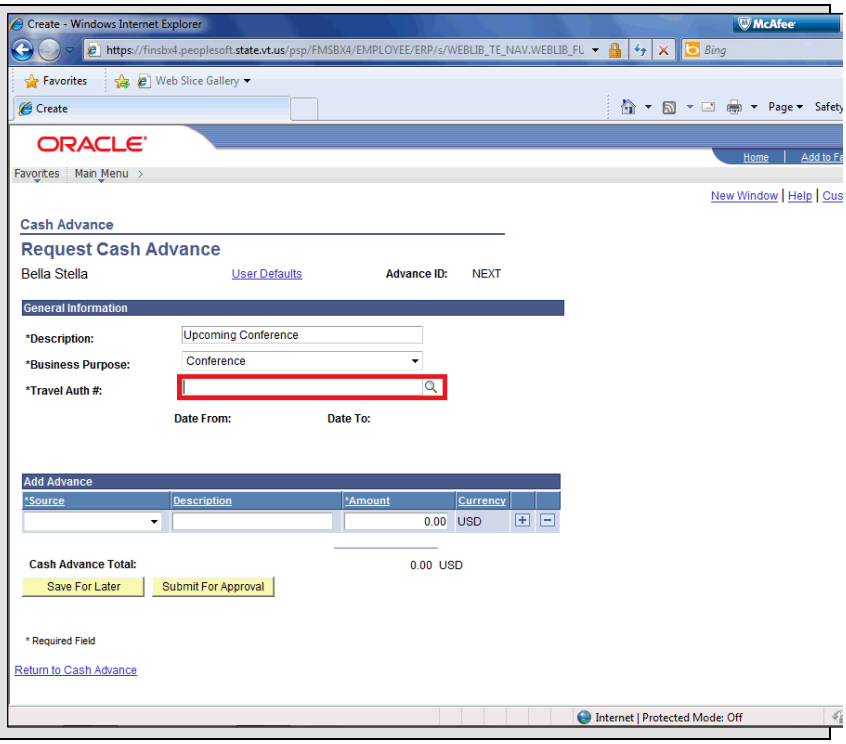
Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Cash Advance menu, Click the **Create** link. 	

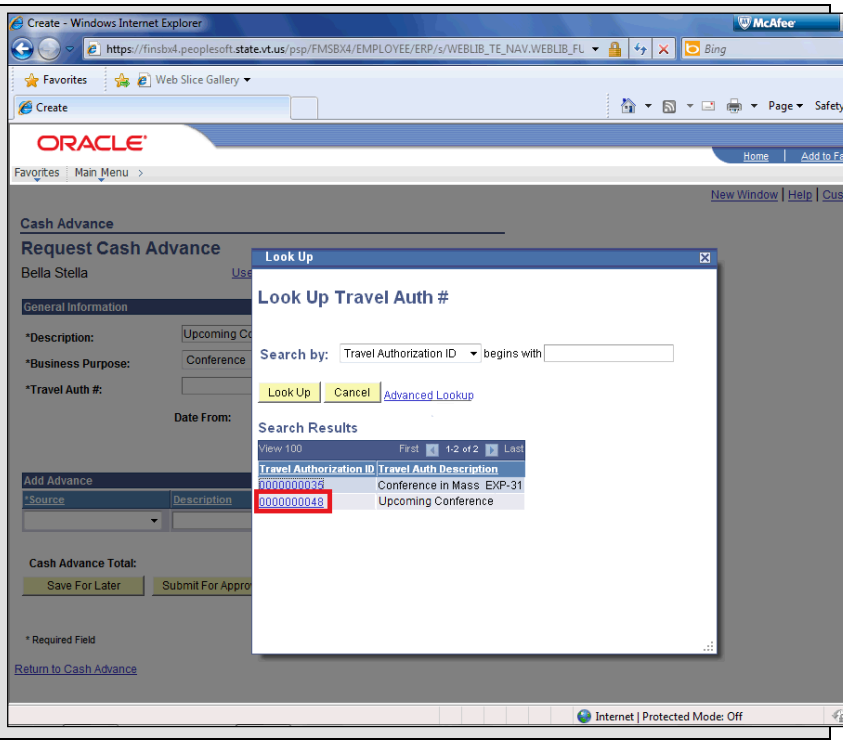
Step	Action	
5.	Type a brief meaningful explanation in the Description field.	

Step	Action	
6.	Click the drop down arrow to choose the **Business Purpose**.	

Step	Action	
7.	Select the entry in the list that most closely identifies the purpose of the trip.	

Step	Action	
8.	You can enter a Travel Auth # if you know the number, or you can search for available Travel Authorizations #s. Click the **Look up Travel Auth #** button.	

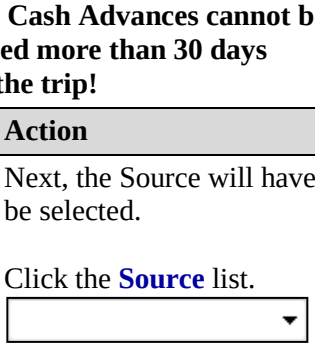
Step	Action
9.	Select Travel Authorization ID

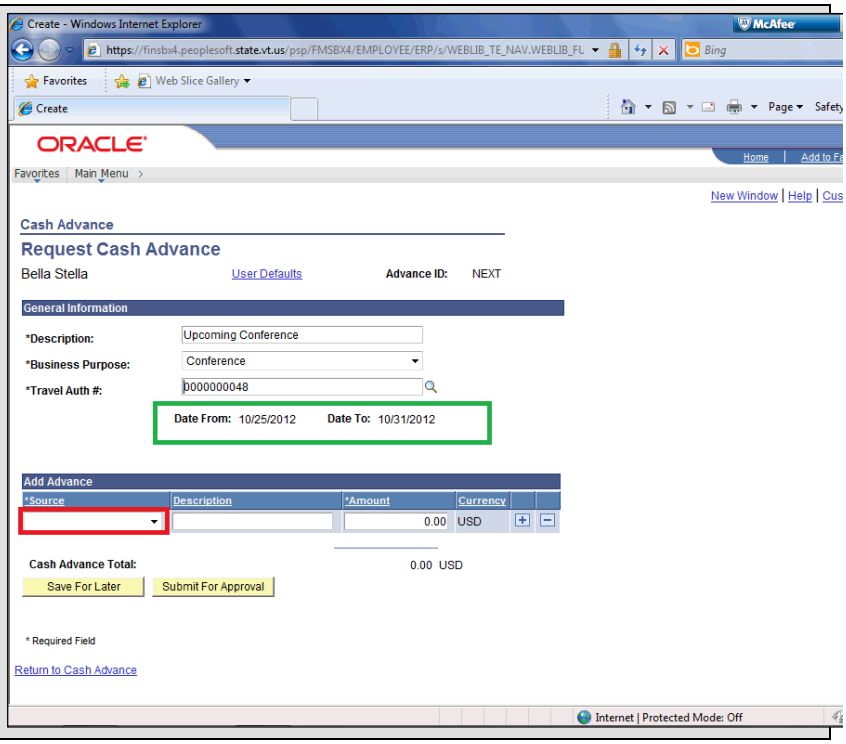


The dates of travel are populated from the Travel Authorization.

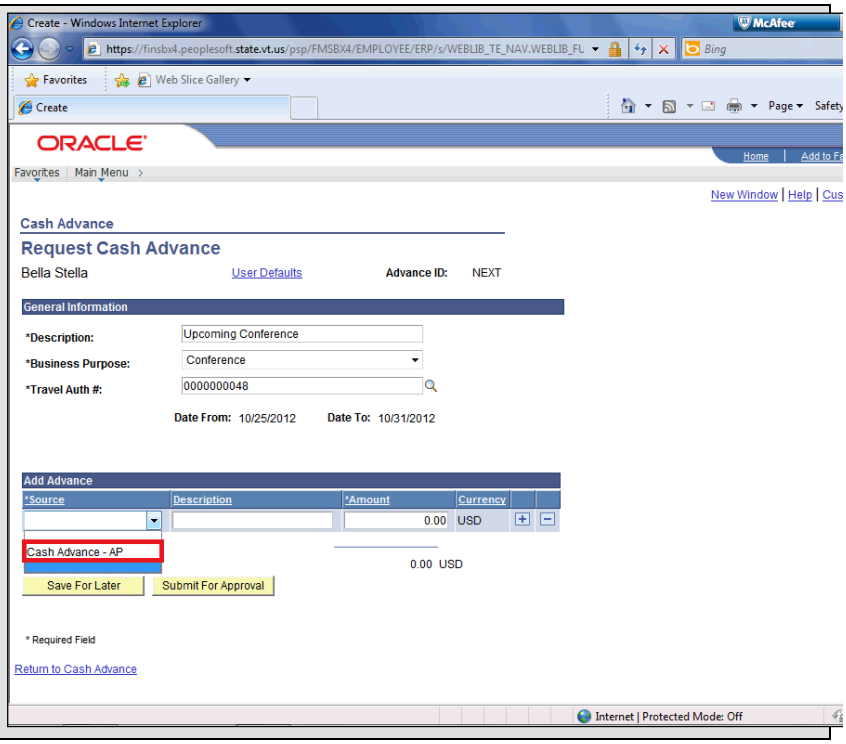
NOTE: Cash Advances cannot be requested more than 30 days before the trip!

Step	Action
10.	Next, the Source will have to be selected. Click the **Source** list.

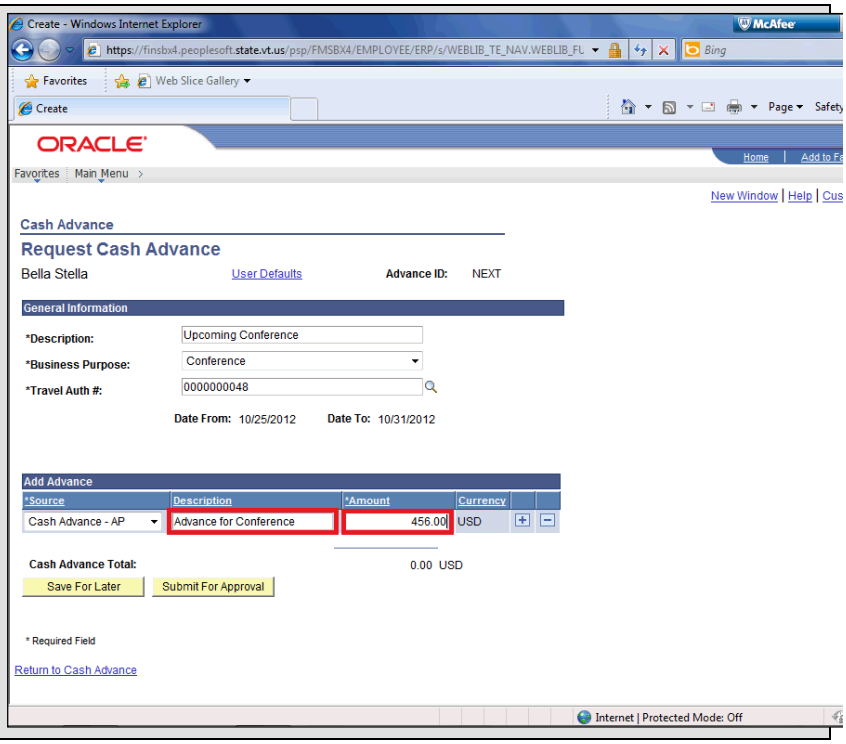


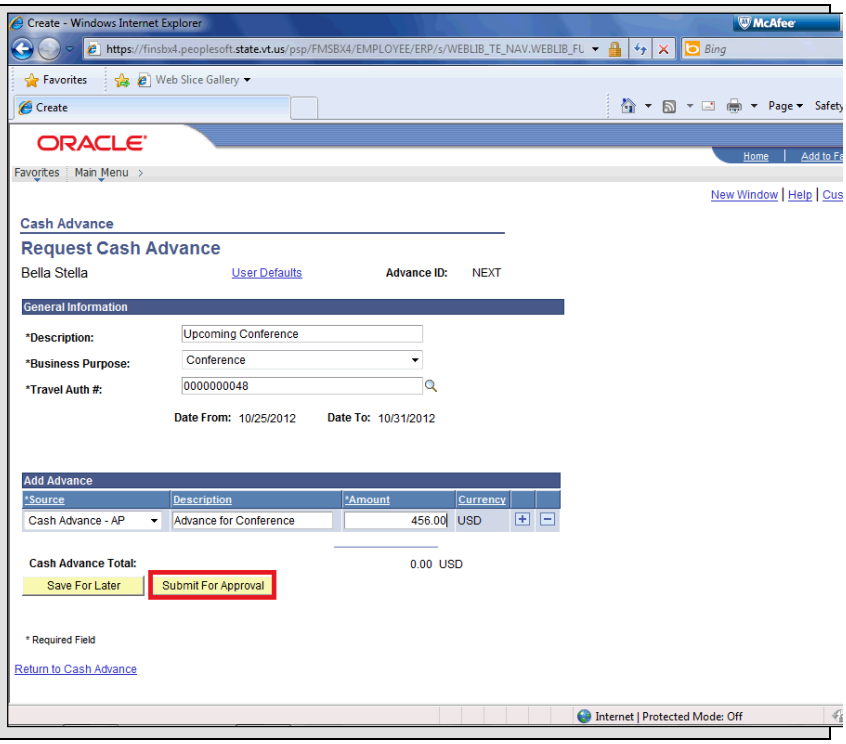


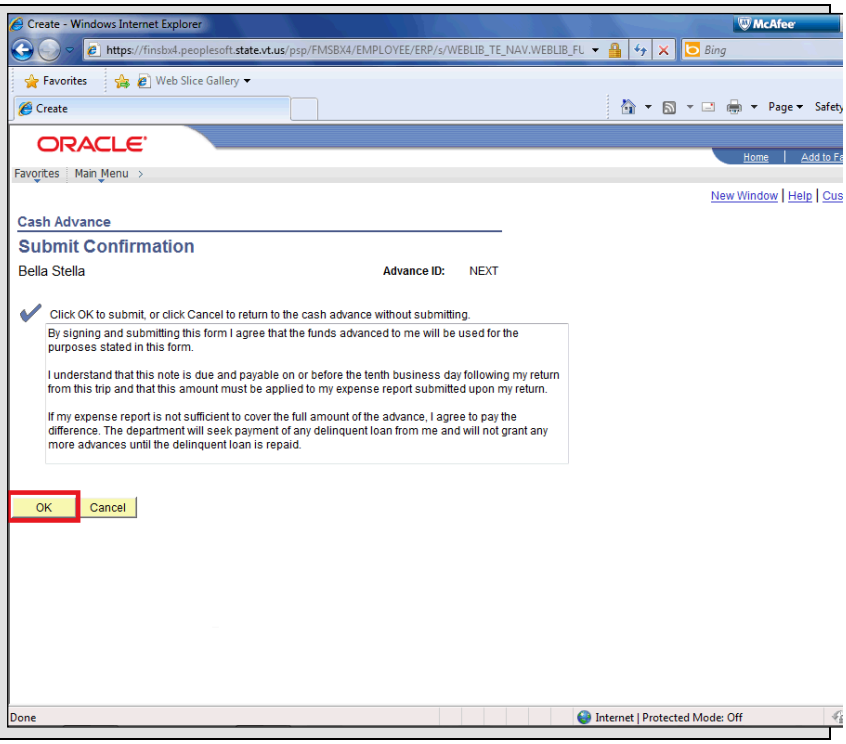
Step	Action
11.	Select the **Cash Advance - AP** list item. Cash Advance - AP

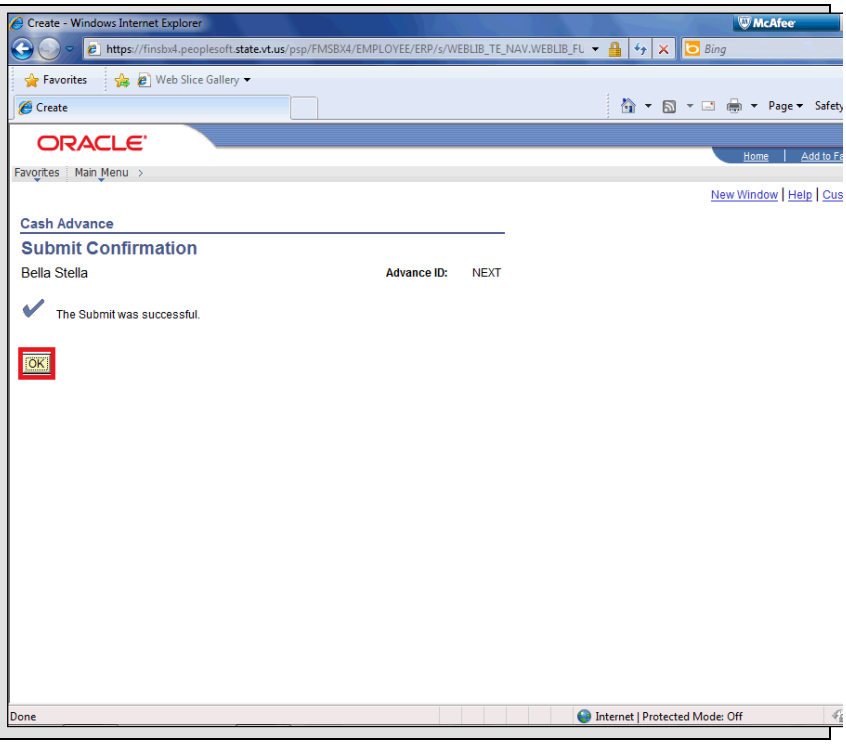


Step	Action
12.	Enter an explanation in the **Description** field
Step	**Action**
13.	Enter an **Amount** that is less than or equal to the associated Travel Authorization. **NOTE:** You cannot exceed the amount of the Travel Authorization and the minimum amount is $200.



Step	Action	
14.	If you are not ready to submit, the Advance can be Saved for later. To Complete, Click the **Submit For Approval** button. Submit For Approval	

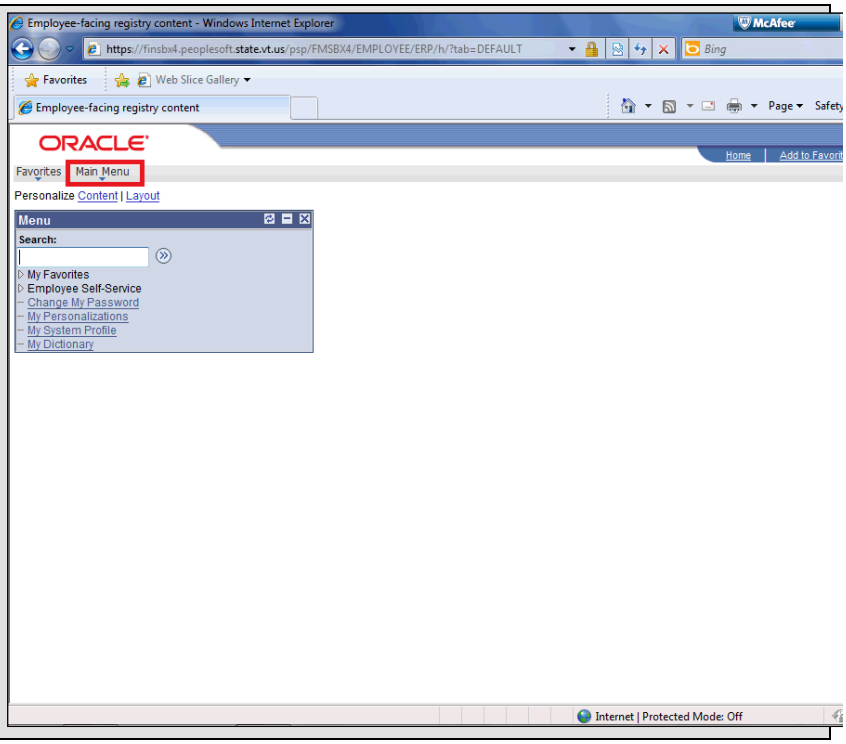
Step	Action	
15.	After reading the certification statement, click the **OK** button. OK	

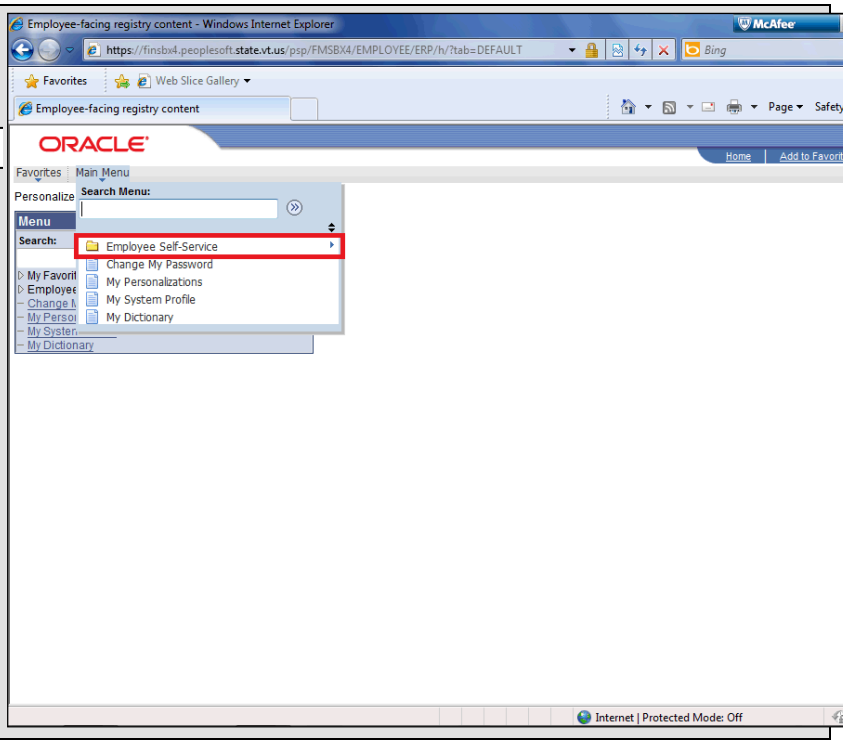
Step	Action	
16.	Click the **OK** button. The Advance is now submitted and is waiting for Expense Coordinator approval. If any changes are needed now, the Advance will have to be sent back to you by the Expense Coordinator for revision.	

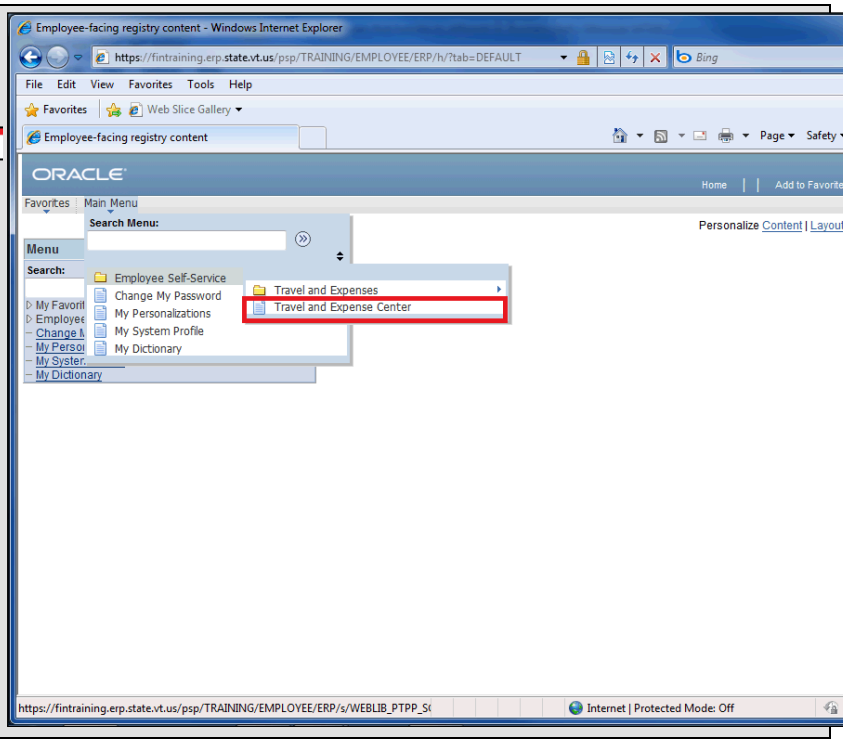
Modify Cash Advance

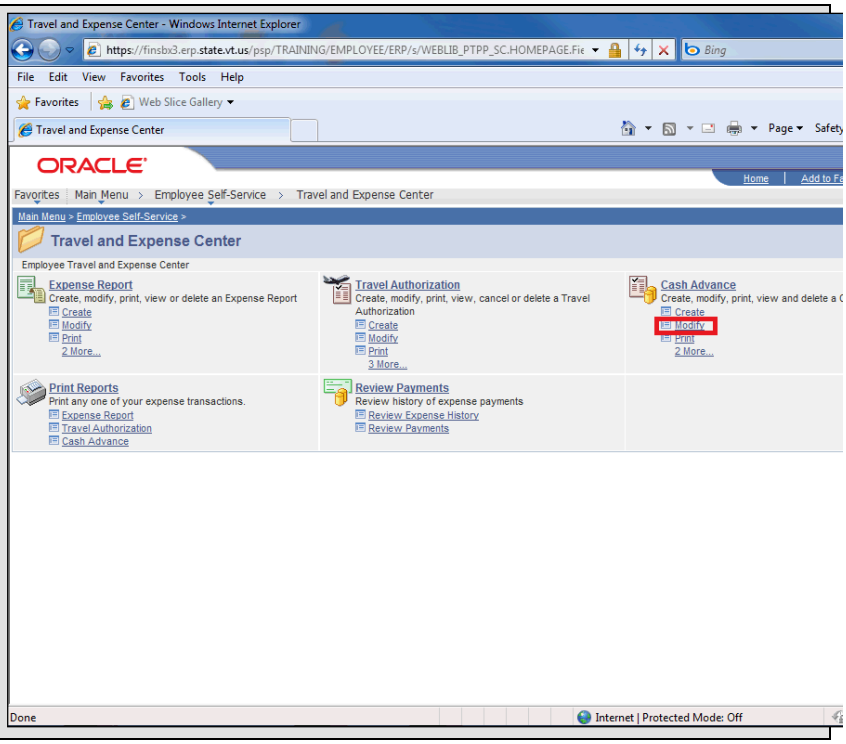
A Cash Advance can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Cash Advances.

Step	Action	
1.	Click the **Main Menu** button. Main Menu	

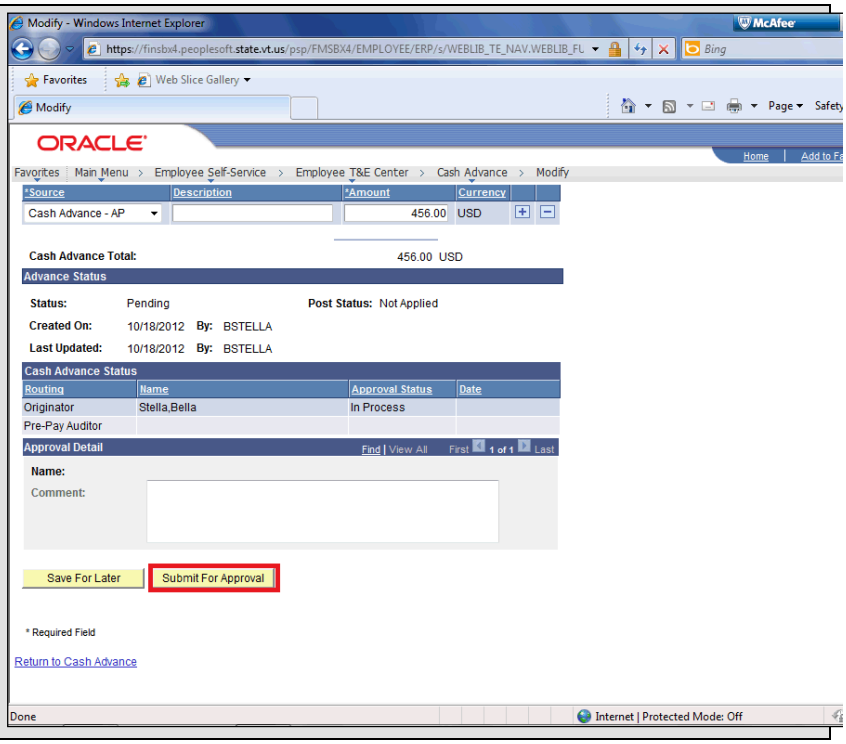
Step	Action	
2.	Click the **Employee Self-Service** menu. Employee Self-Service	

Step	Action	
3.	Click the **Travel and Expense Center** menu. 	

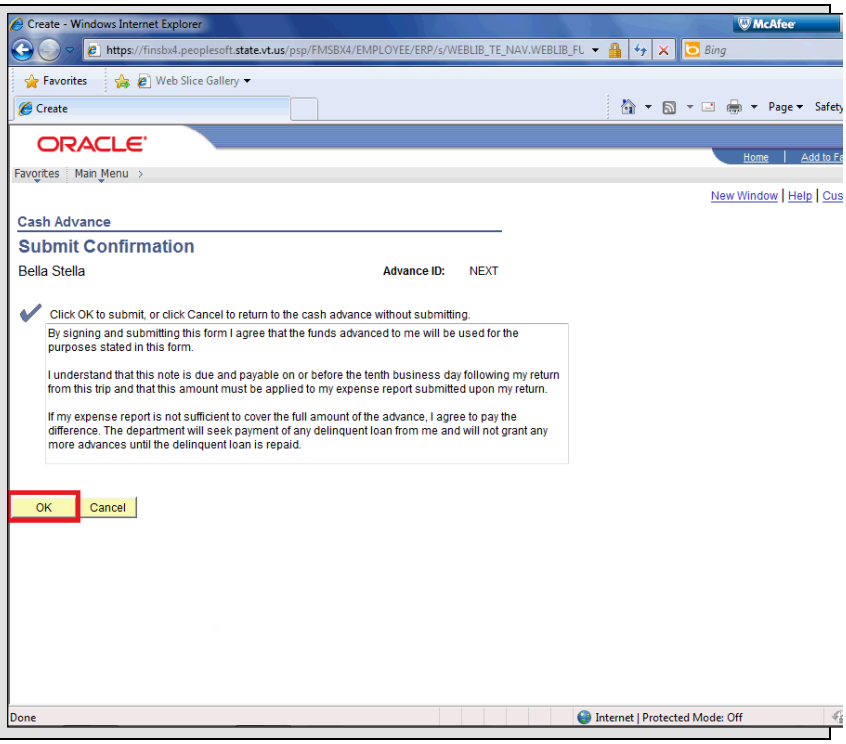
Step	Action	
4.	Under the Cash Advance menu, Click the **Modify** link. 	

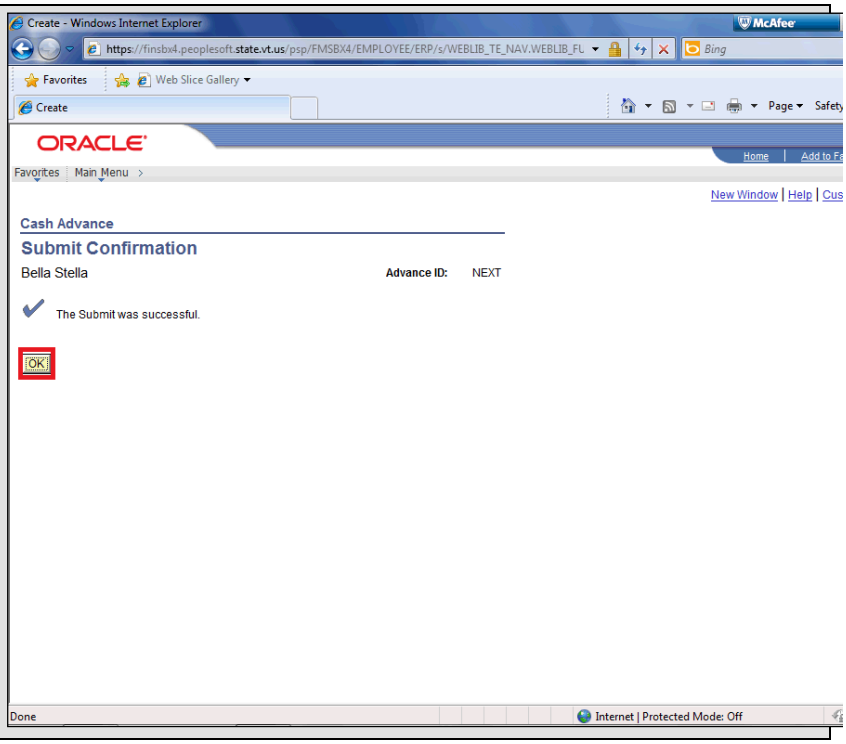
Make any necessary changes. If the Advance was sent back for revision the reason will be listed in the comment section.

Step	Action
5.	Click the **Submit For Approval** button. Submit For Approval

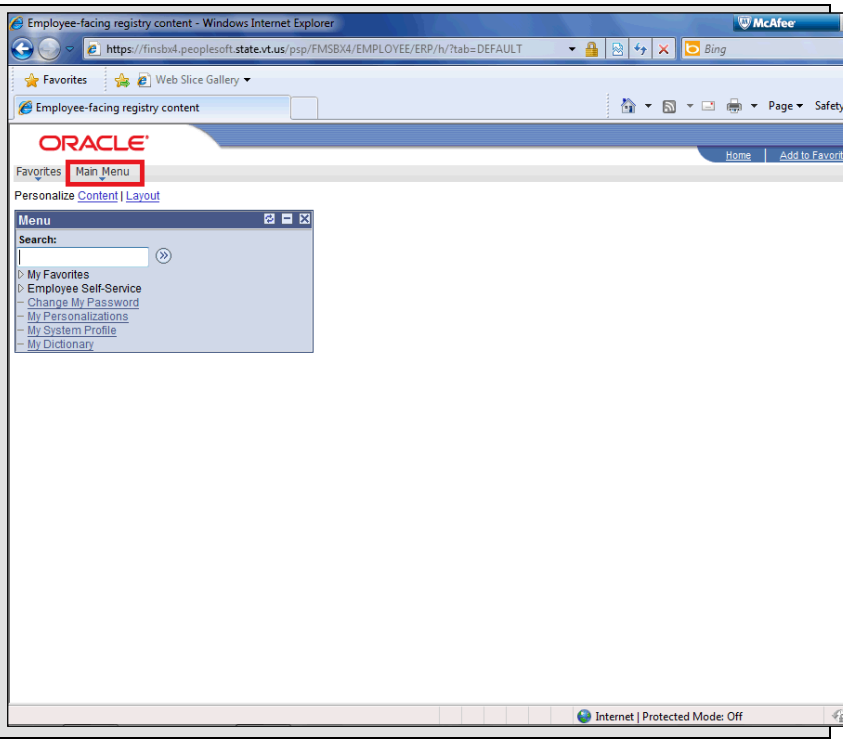


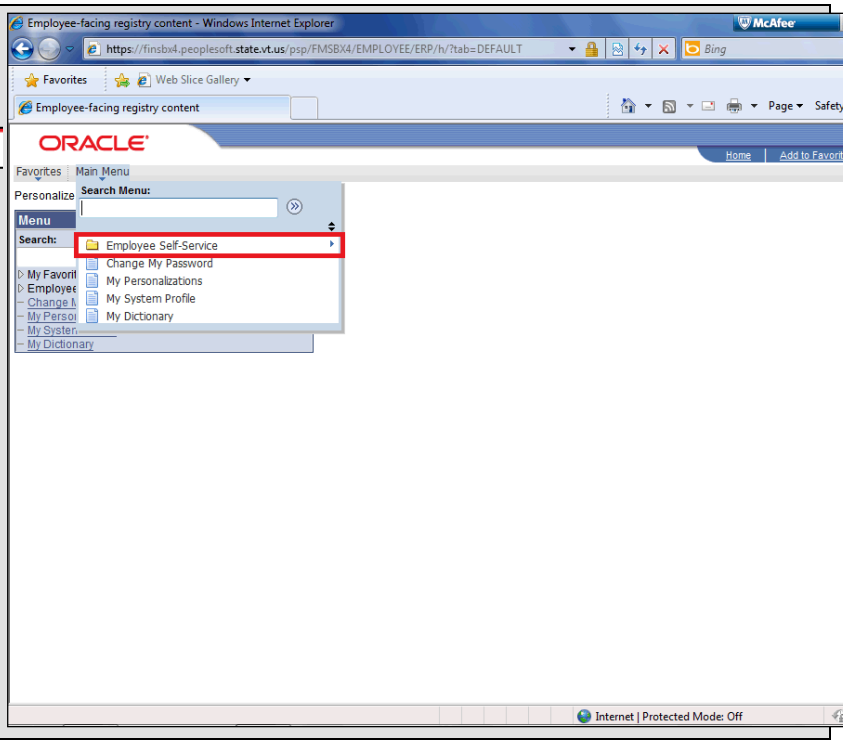
Step	Action
6.	After reading the certification statement, click the **OK** button. OK

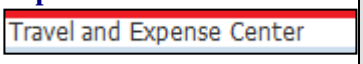
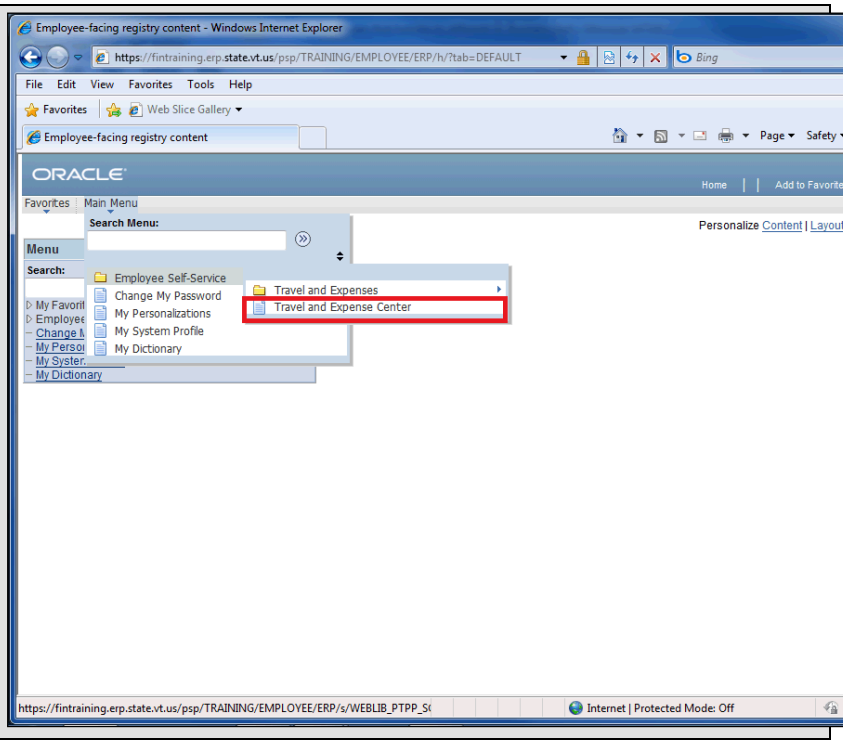


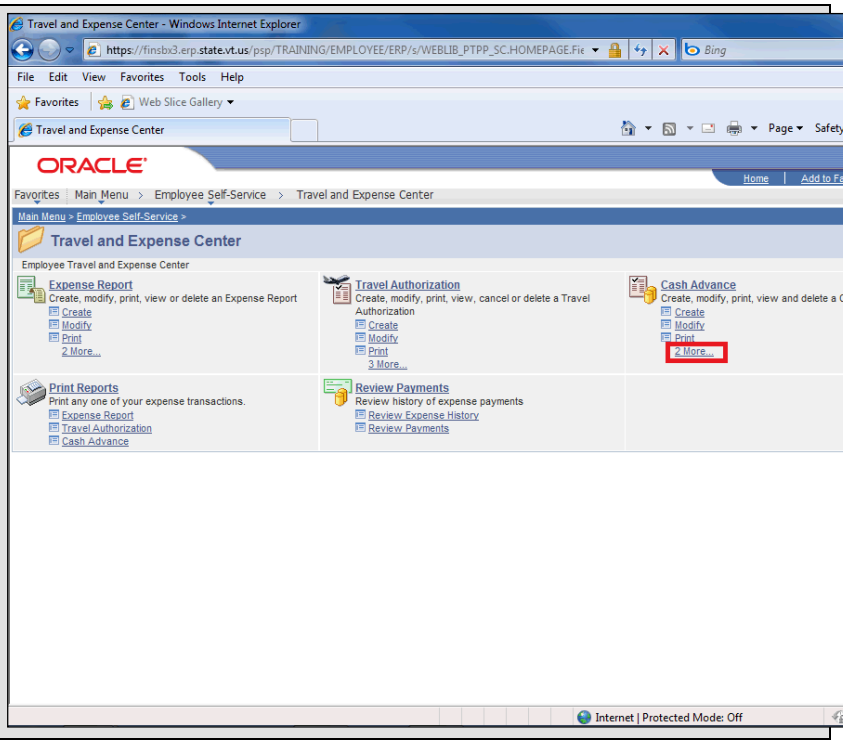
Step	Action	
7.	Click the **OK** button. The Advance is now submitted and is waiting for Expense Coordinator approval. If any changes are needed now, the Advance will have to be sent back to you by the Expense Coordinator for revision.	

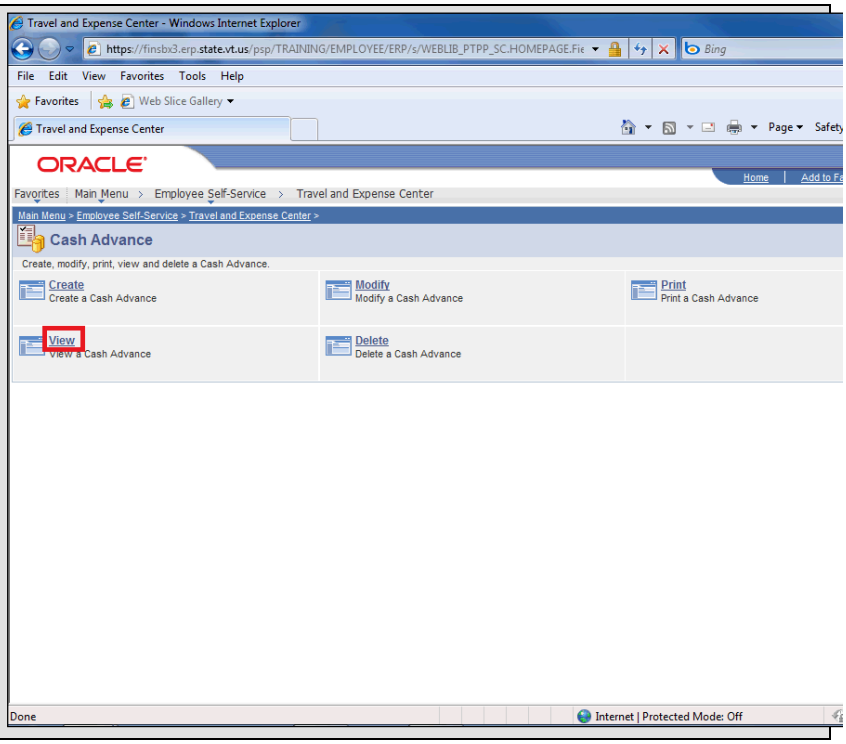
View Cash Advances

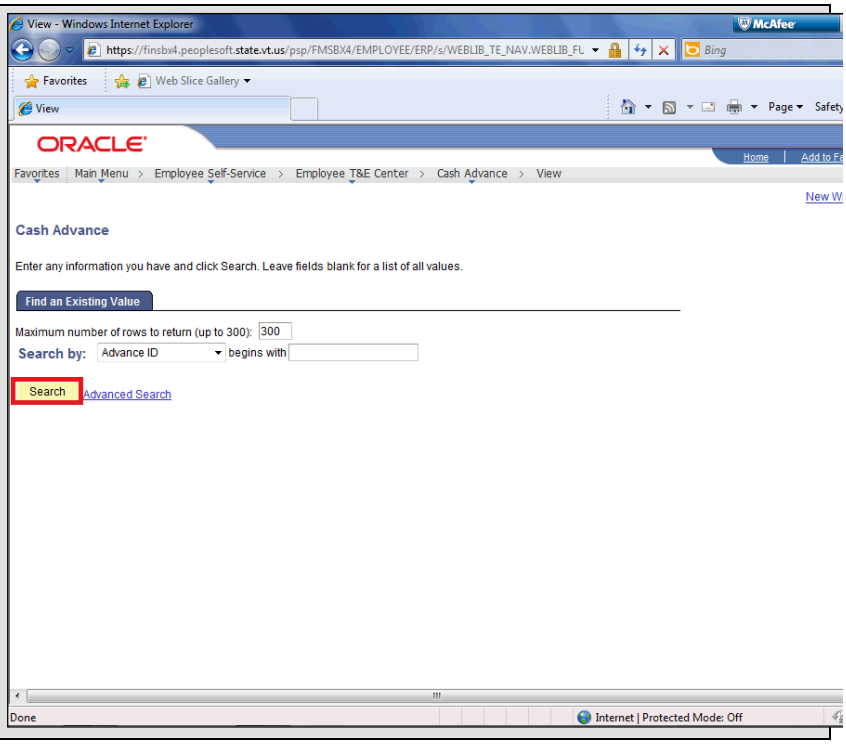
Step	Action	
1.	Click the **Main Menu** button. 	

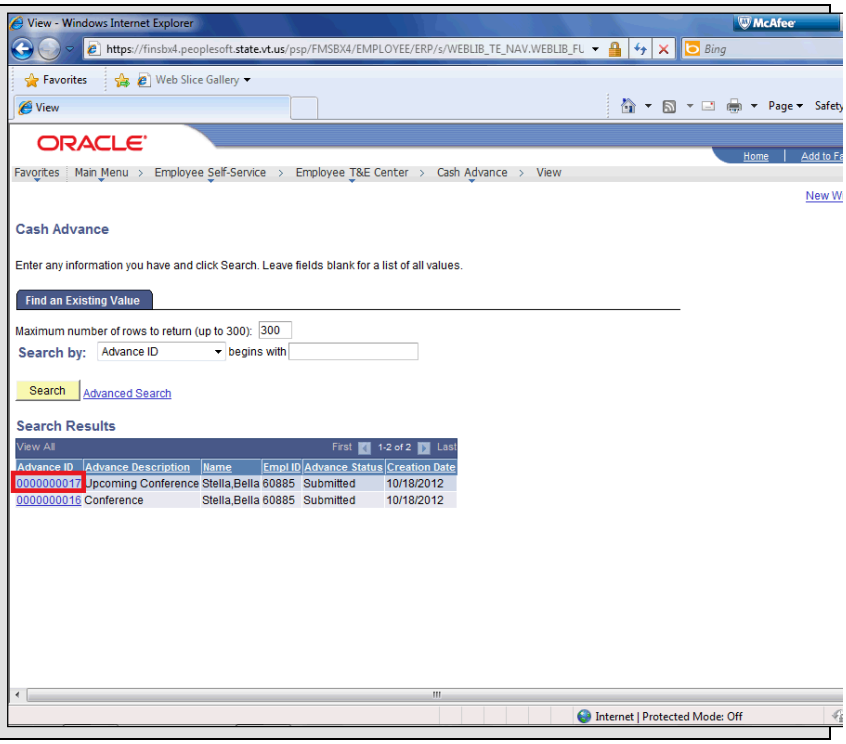
Step	Action	
2.	Click on **Employee Self-Service.** 	

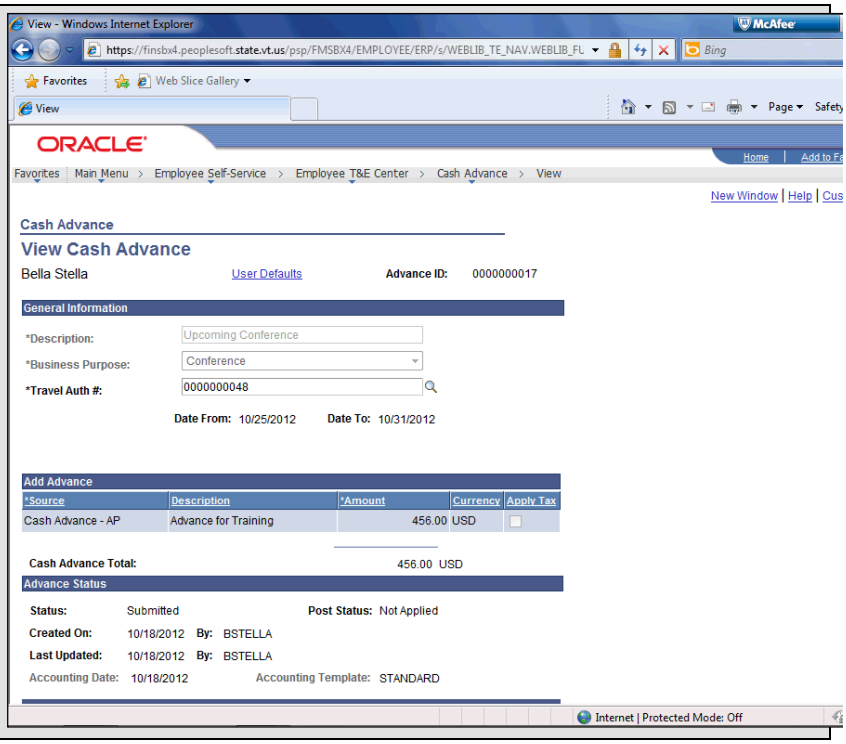
Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Cash Advance menu, Click the **2 More...** link. 	

Step	Action	
5.	Click the **View** link. View	

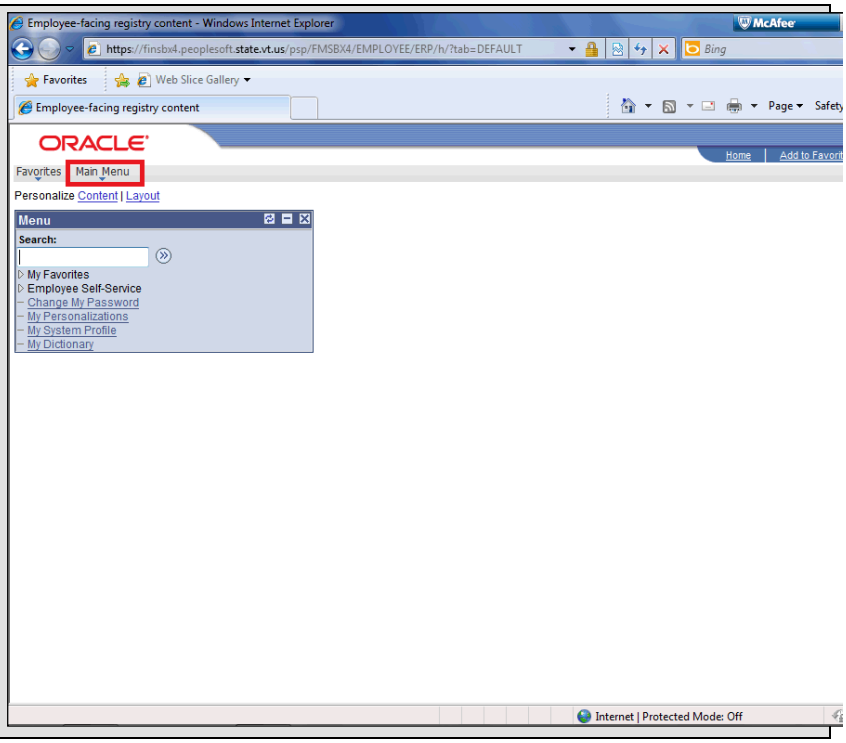
Step	Action	
6.	If you know the cash advance # it can be entered here. To view all cash advances click the **Search** button. Search	

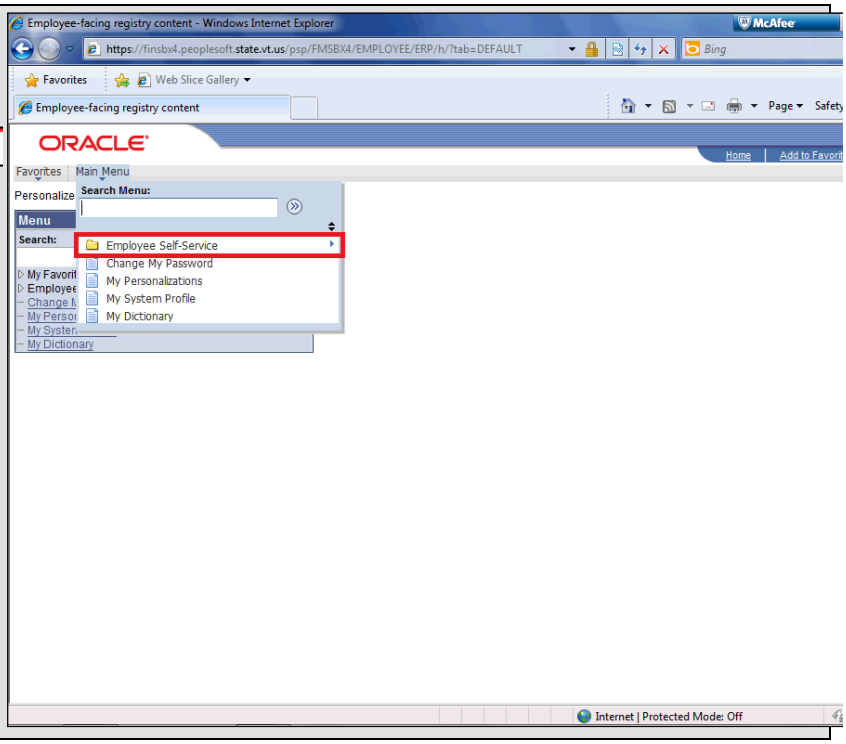
Step	Action	
7.	Select the Cash Advance you want to view.	

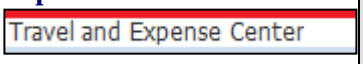
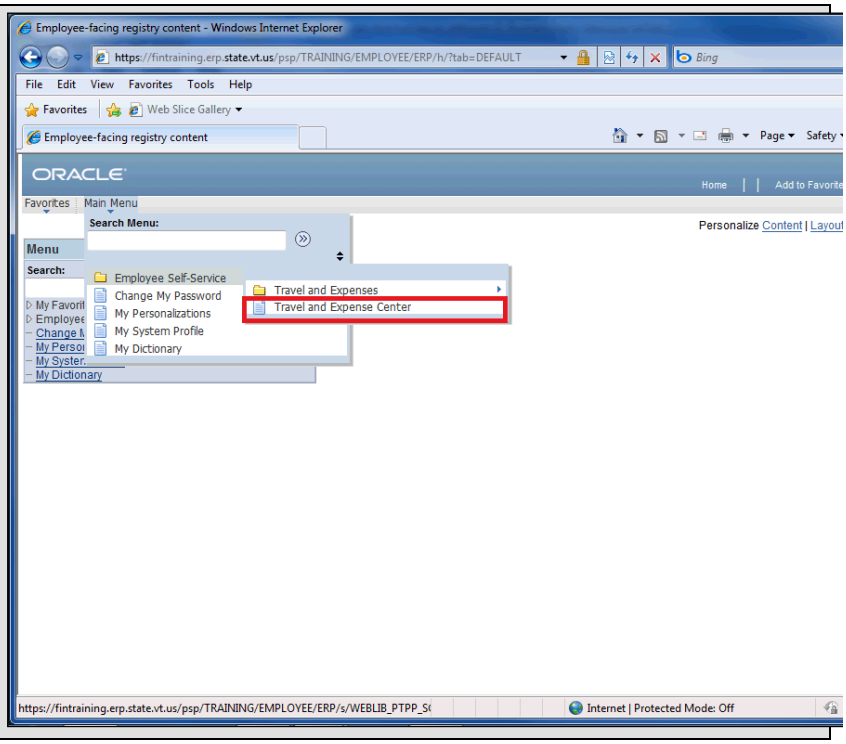
Step	Action	
8.	All fields will be grayed out when viewing a cash advance. The advance status will be located in the Advance Status section.	

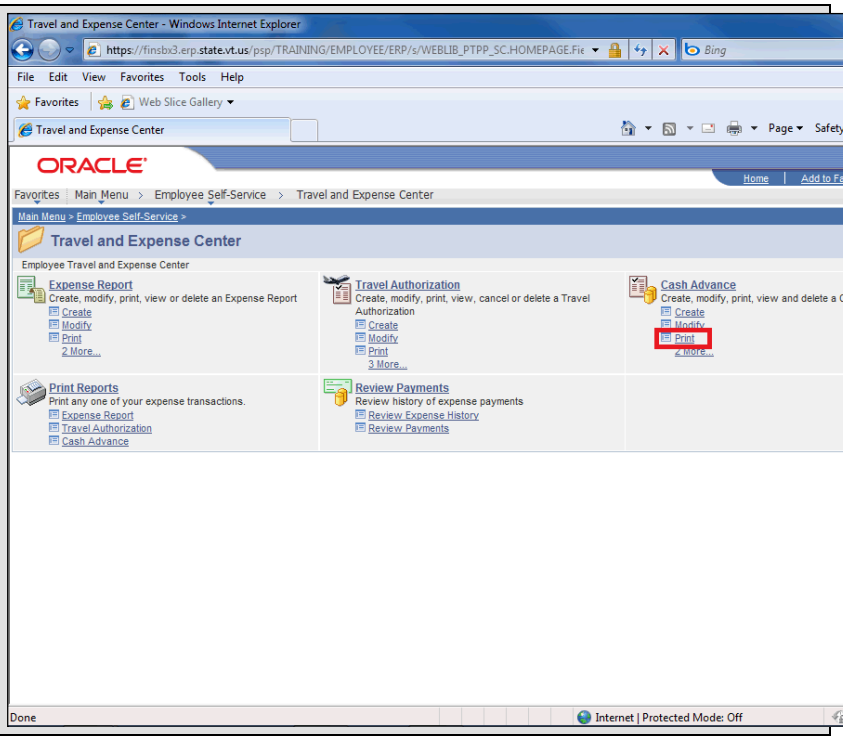
Print a Cash Advance

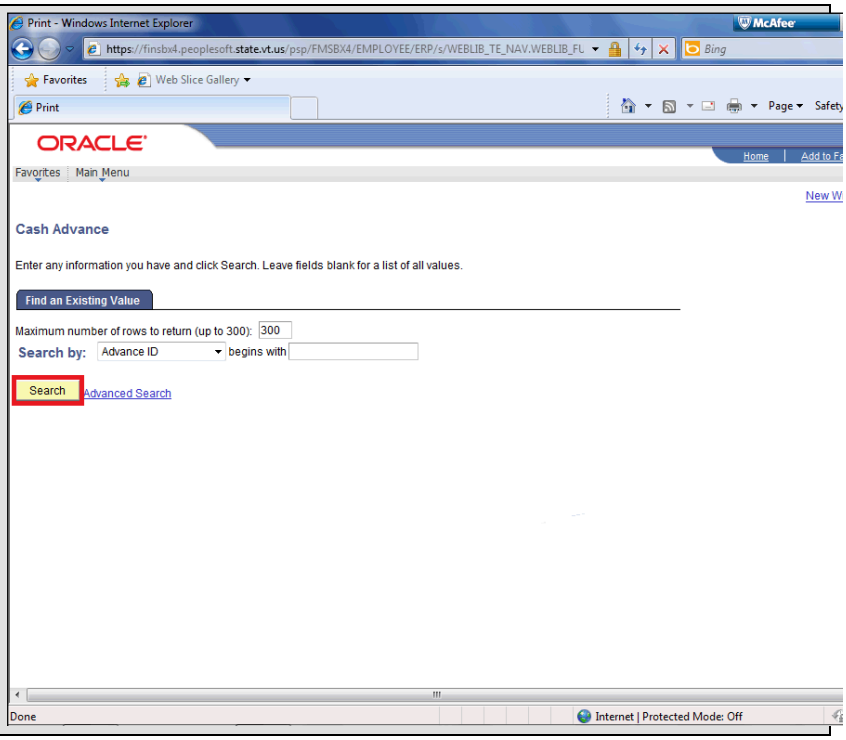
Cash Advances are available to view in the system and it is not necessary to print

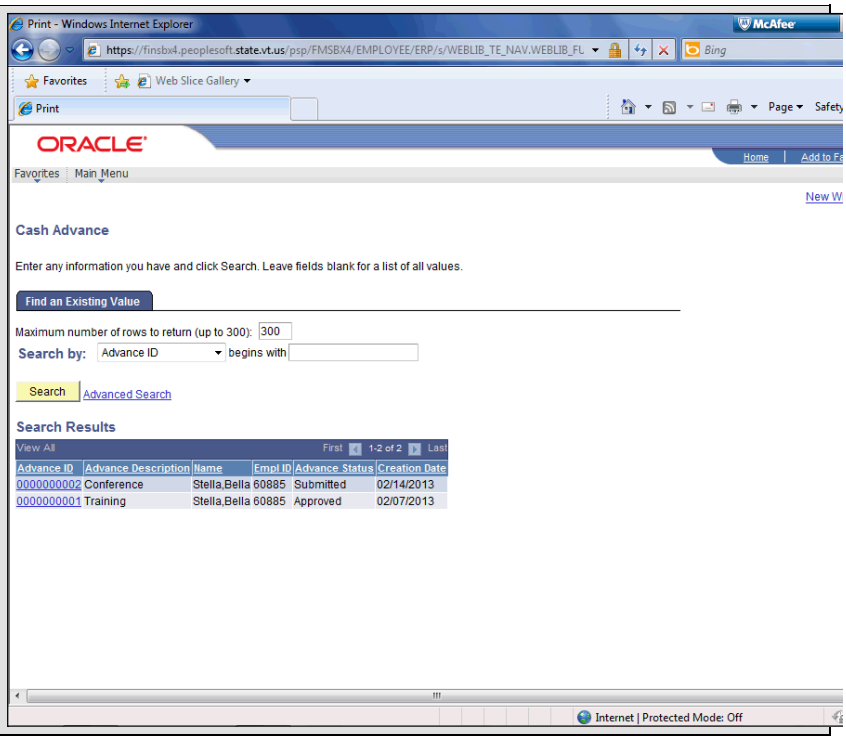
Step	Action	
1.	Click the **Main Menu** button. 	

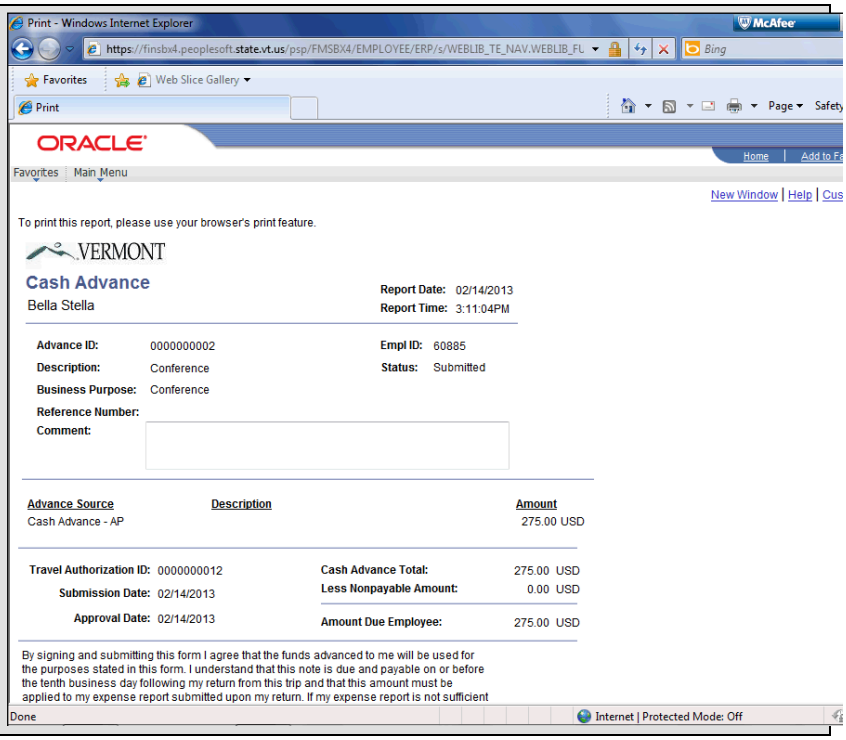
Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. 	

Step	Action	
4.	Under the Cash Advance menu Click the **Print** link. 	

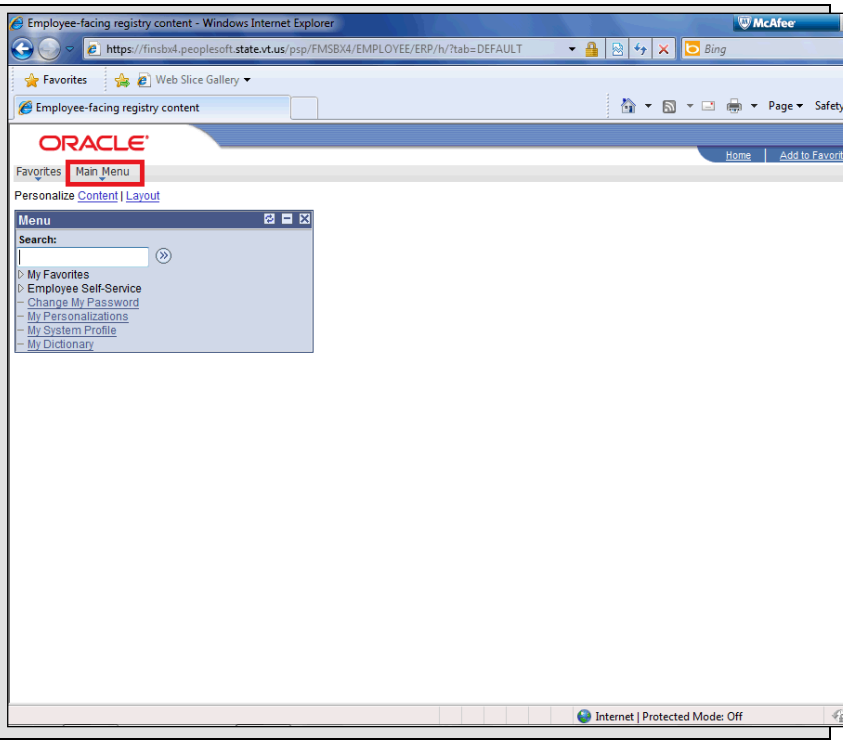
Step	Action	
5.	If you have the Cash Advance # that you want to print you can enter the number into the Advance Id field or you can search to select. Click the **Search** button. 	

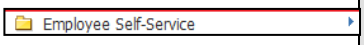
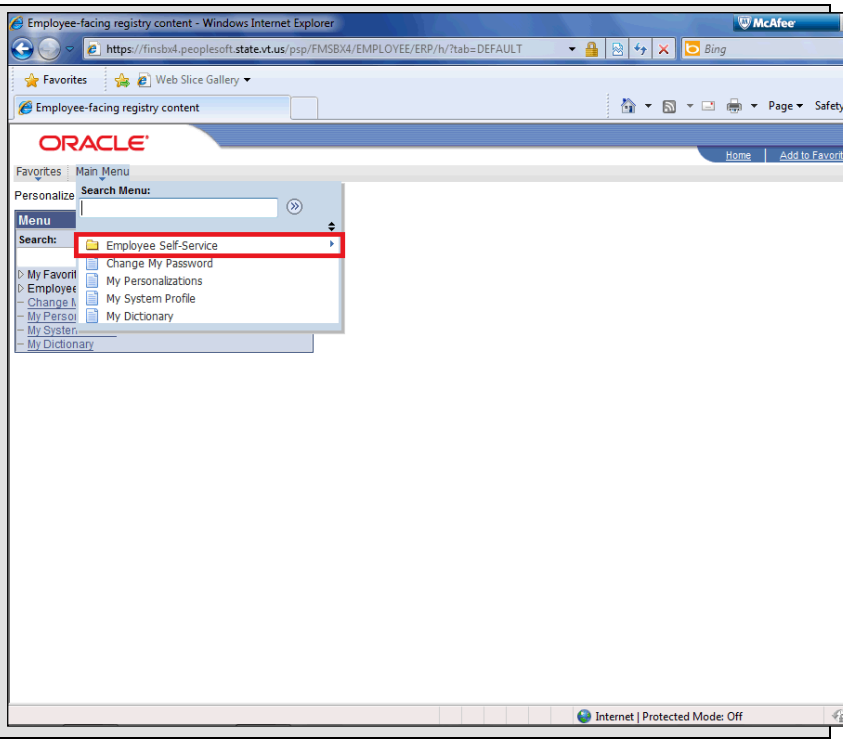
Step	Action	
6.	Select the Cash Advance you want to print.	

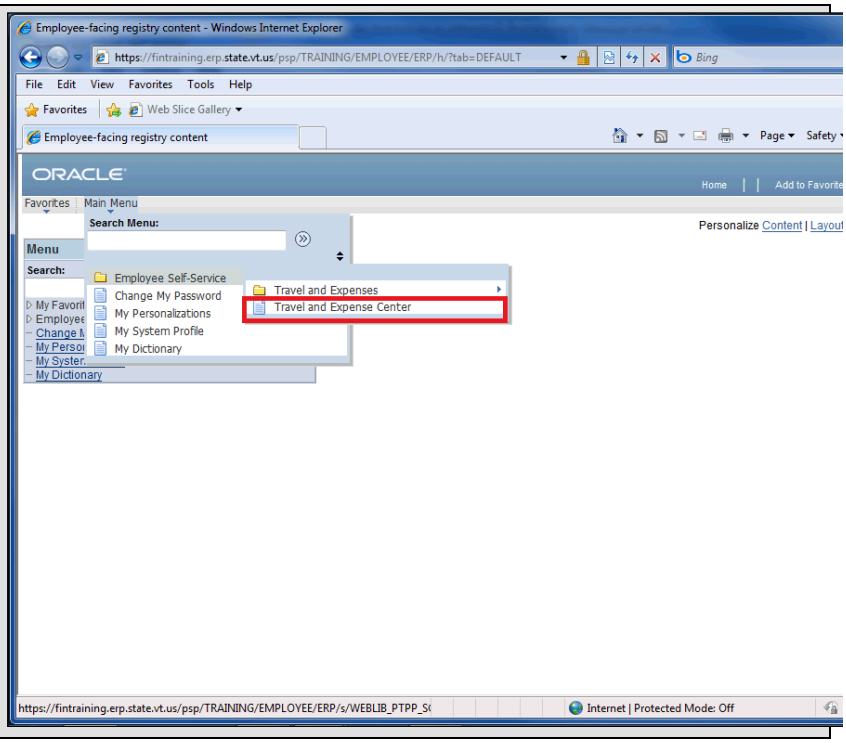
Step	Action	
7.	A printable version of the Cash Advance will be available on the screen. Follow the instructions you currently use to print from your browser.	

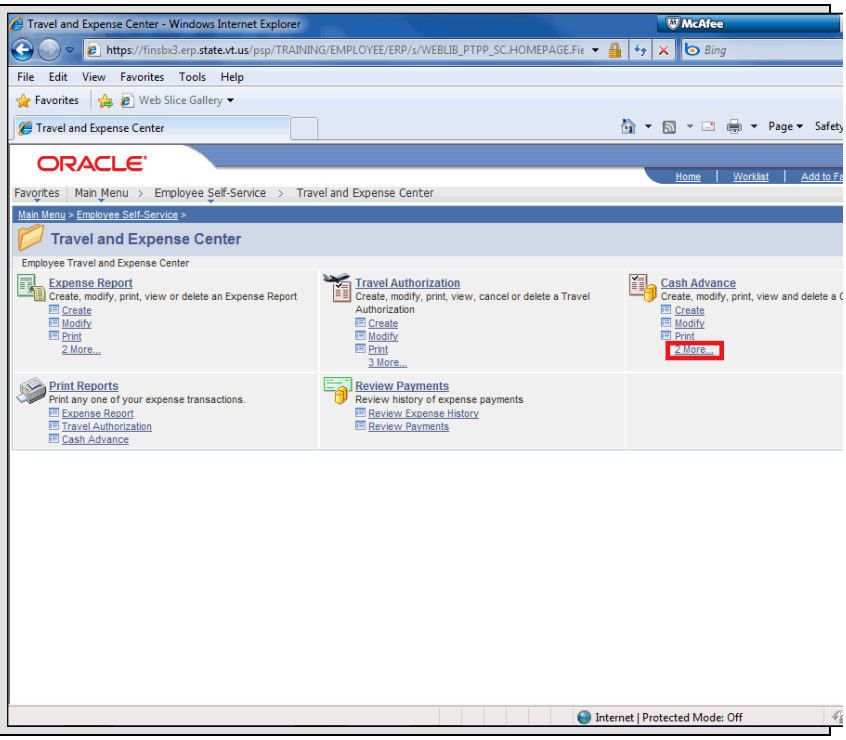
Delete a Cash Advance

Cash Advances can only be deleted when they are in a pending status.

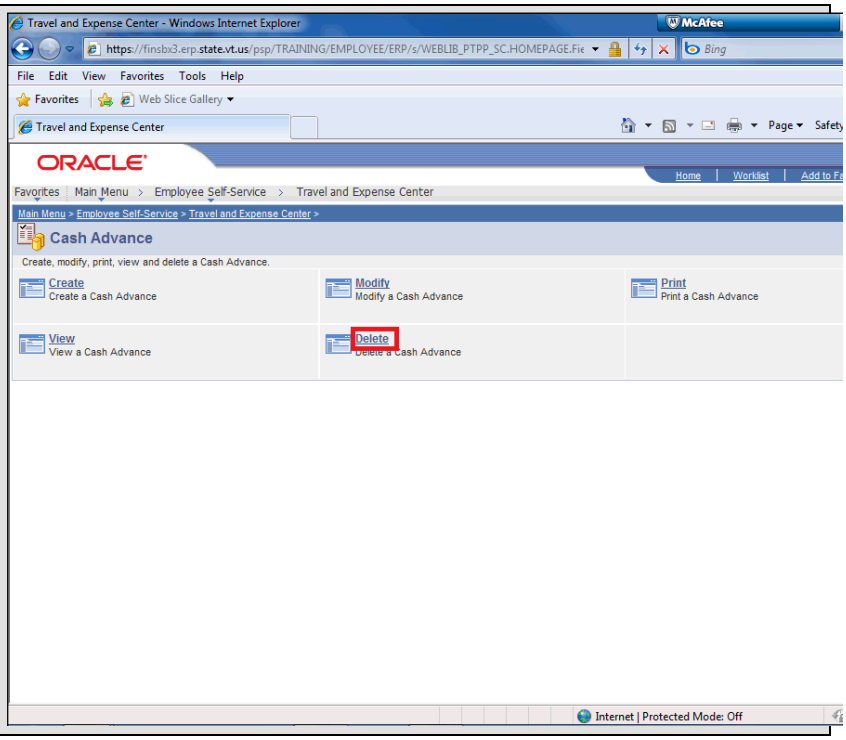
Step	Action	
1.	Click the **Main Menu** button. 	

Step	Action	
2.	Click on **Employee Self-Service.** 	

Step	Action	
3.	Click the **Travel and Expense Center** link. Travel and Expense Center	

Step	Action	
4.	Under the Cash Advance menu, Click the **2 More...** link. 2 More...	

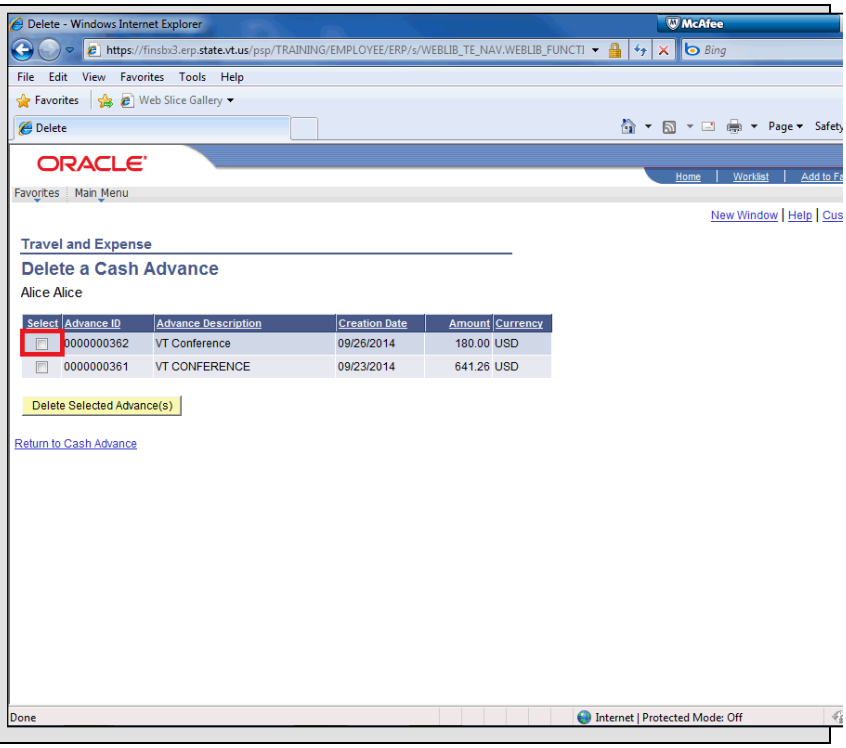
Step	Action
5.	Click the **Delete** link. Delete

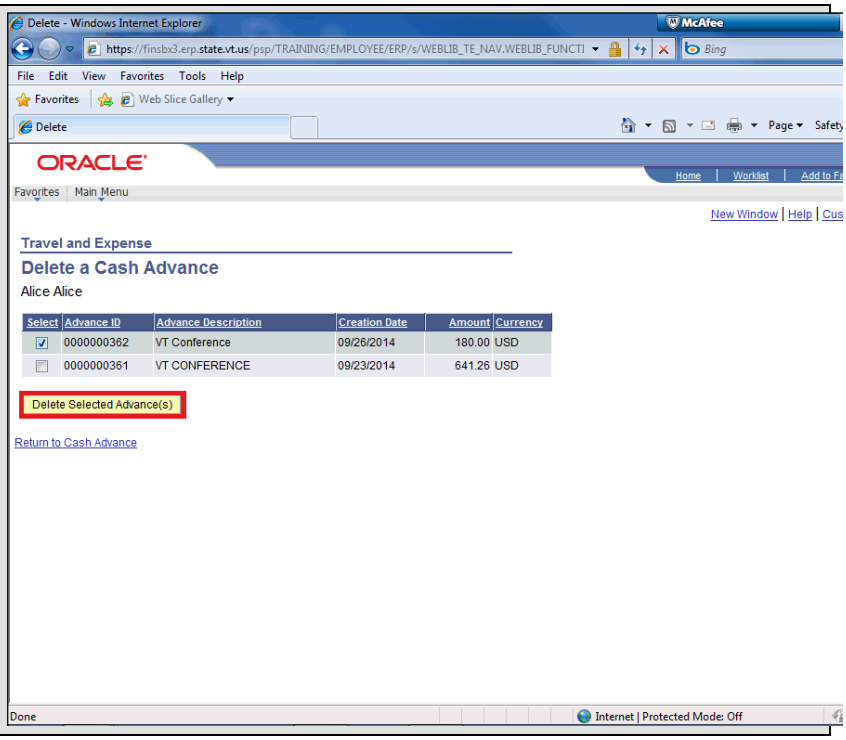


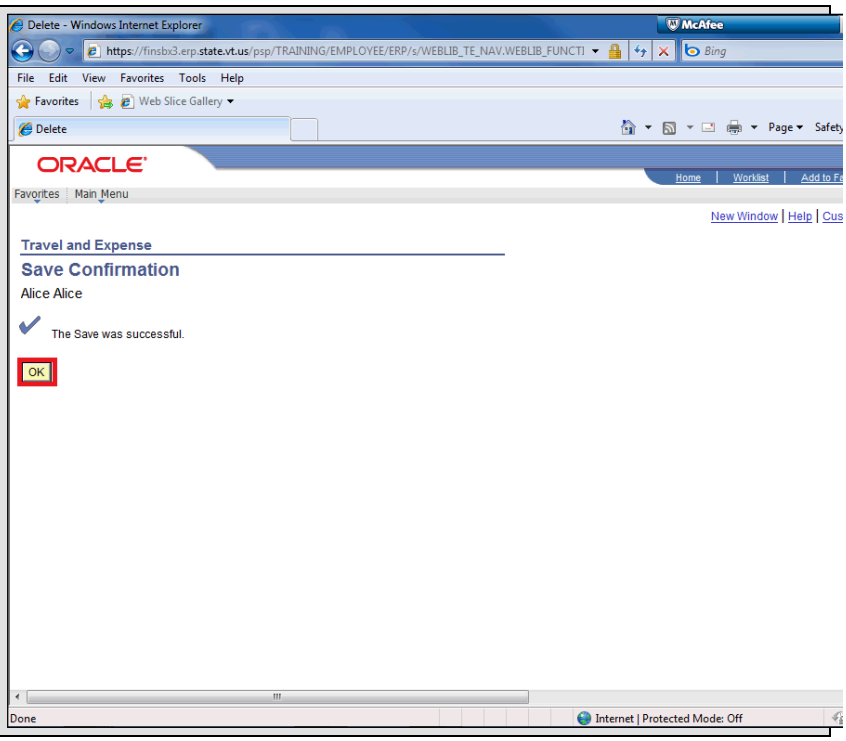
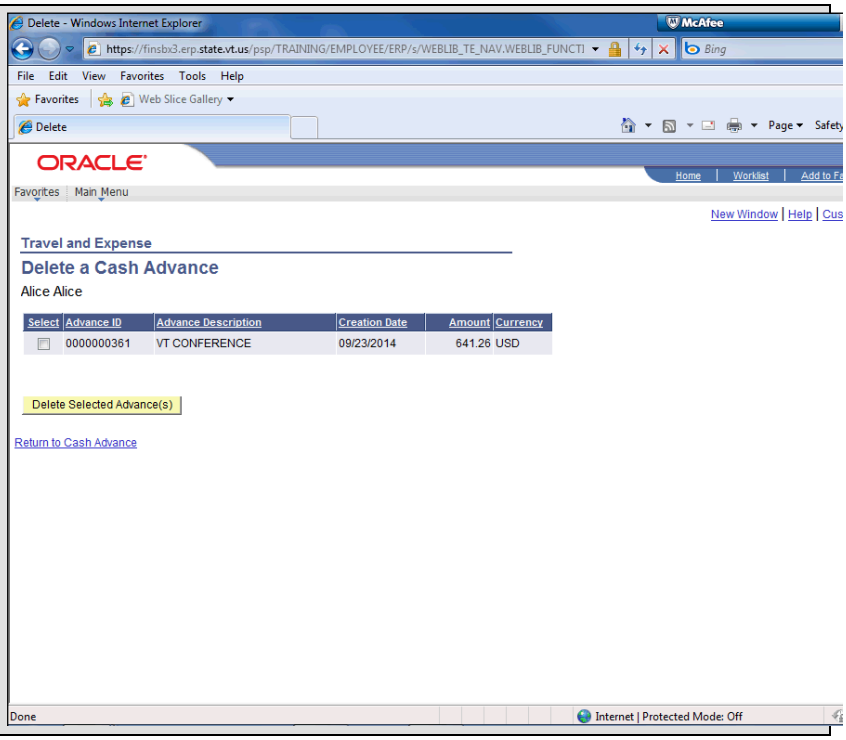
Any Cash Advance that is in a pending status will show up available to delete.

If the Cash Advance you are looking for isn't showing up, double check the status to confirm that it is pending.

Step	Action
6.	Select the Advance you want to delete,



Step	Action	
7.	Click the **Delete Selected Advance(s)** button. Delete Selected Advance(s)	

Step	Action	
8.	Click the **OK** button. OK	

Step	Action	
9.	The deleted Cash Advance will no longer be available to view, modify, or print.